



COMDTNOTE 1001  
6 JUL 06

COMMANDANT NOTICE 1001

CANCELLED: 6 JUL 07

Subj: CH-3 TO RESERVE POLICY MANUAL, COMDTINST M1001.28A

1. PURPOSE. This Notice publishes Change 3 to the Reserve Policy Manual.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Judge Advocate General, and chiefs of special staff offices at Headquarters shall ensure compliance with the provisions of this Notice. Official distribution will be made via the Coast Guard Directives System CD, on the World Wide Web at <http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm> and on the intranet web site at <http://cgweb2.comdt.uscg.mil/cgdirectives/welcome.htm>. No paper distribution will be made of this Notice. Internet release is authorized. An electronic version can also be found on the Coast Guard Reserve internet web site at <http://www.uscg.mil/reserve>.
3. DIRECTIVES AFFECTED. None.
4. SUMMARY. Emboldened text and a vertical line in the outside page margin denote major changes. Purely editorial changes are not highlighted. Major changes are summarized as follows:
  - a. Chapter 1.C.2 – Reservists on ADSW more than 180 days are removed from the Ready Reserve and counted in the active component end strength;
  - b. Chapter 2.A.5 – Changes the approval and financial accounting processes for Readiness Management Periods (RMP) with pay and clarifies duties for which RMPs are authorized;
  - c. Chapter 3.B.4 – Modified to reflect legislative and Joint Federal Travel Regulations (para. U7150) changes to travel status and entitlements of reservists ordered to ADT and ADOT;
  - d. Chapter 3.B.6 – Modifies active duty order issuing authority to reflect Joint Federal Travel Regulations (para. U7150) changes to ADT and ADOT travel status and entitlements; lack of a current physical or dental examination is not a bar to performing active duty;

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- e. Chapter 4.A.3 –Alerts IRR members in TRAPAY CAT E to limitation of performing minimum required annual training;
- f. Chapter 5.B.5 – Clarifies process for return to Ready Reserve after successfully completing weight probation;
- g. Chapters (new) 7.A.6, 7.A.11& 7.A.13 – New policy excludes promotions to rear admiral (lower half) and rear admiral from the running mate system;
- h. Chapter 7.C.4 – Modifies advancement eligibility criteria by removing the requirement that the minimum time in SELRES be in member's current rating, which could have presented an unreasonable obstacle to laterals in rating;
- i. Chapter 7.C.5 – Documents established policy to not require reservists competing for BMCS and BMCMM to hold a command or surfman certification;
- j. Chapter 8.A.5 – Establishes timeframe for mandatory Reserve flag officer retirement; and,
- k. Chapter 8.C.5 – Explains procedure to verify, approve, and enter correspondence course reserve retirement point data into Direct Access.

5. PROCEDURES. Remove and insert the following pages:

<u>Remove</u>	<u>Insert</u>
Contents Pages i-iv	Contents Pages i-ii
1.C. Pages 17-18	1.C Pages 17-18
2.A Pages 3-6	2.A Pages 3-8
2.B Pages 7-14	2.B Pages 9-16
3.B. Pages 9-14	3.B Pages 9-14
4.A Pages 5-6	4.A Pages 5-6
5.B Pages 15-18	5.B Pages 15-18
7.A Pages 3-4	7.A Pages 3-4
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8.C Pages 13-24	8.C Pages 13-26
8.D Pages 25-29	8.D Pages 27-30
Index Pages i-viii	Index Pages i-viii

6. ENVIRONMENTAL ASPECT AND IMPACT. Environmental considerations were examined in the development of this Notice and have been determined to be not applicable.
7. FORMS/REPORTS. The forms called for in this manual are available in USCG Electronic Forms on the CG Standard Workstation <http://cgweb2.comdt.uscg.mil/cgforms/> and on the internet <http://www.uscg.mil/ccs/cit/cim/forms1/welcome.htm>, except as noted below:

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- a. CG PSC forms are available are available on the CG Standard Workstation <http://cgweb.psc.uscg.mil> and on the internet <http://www.uscg.mil/hq/psc/forms>.
- b. DD Form 368 Request for Conditional Release is available on the internet <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>

F. A. DUTCH /s/  
Captain, U.S. Coast Guard  
Acting Director of Reserve and Training

Encl: (1) CH-3 to Reserve Policy Manual, COMDTINST M1001.28A

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# Chapter 1 Section C

## RESERVE COMPONENT CATEGORIES

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apply to perform Active Duty Special Work (ADSW) or Readiness Management Periods (RMPs) for pay. (Within the meaning of Section 1.C.1, reservists performing ADSW for a period greater than **180** days and Extended Active Duty are removed from the Ready Reserve and counted in the active component end strength.)

- (2) Non-drilling IRR members **are assigned to Commander, Personnel Command (rpm), who serves as members' commanding officer and point of contact for all administrative purposes.** [www.uscg.mil/hq/cgpc/Rpm/rpmhome.htm](http://www.uscg.mil/hq/cgpc/Rpm/rpmhome.htm)
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### 1.C.3 The Standby Reserve

The Standby Reserve consists of reservists who are in neither the Ready Reserve nor the Retired Reserve, who are liable for involuntary recall to active duty only as provided in 10 U.S.C. 12301 and 12306. Membership in the Standby Reserve shall be limited to those individuals having mobilization potential. The Standby Reserve includes the following:

- a. **Active Status List, Standby Reserve.** This category contains reservists who may be ordered to active duty in time of war or national emergency if it is determined that not enough qualified Ready Reservists are available in the categories required. Members on the Active Status List (ASL) may participate in reserve training activities without pay, may earn retirement points, and are eligible for promotion; they shall be assigned to the Personnel Command (CGPC-rpm). The ASL, Standby Reserve includes:
  - (1) members who have been transferred from the Ready Reserve because of temporary hardship, disability, or other cogent reasons, and who intend to return to the Ready Reserve. Members with a military service obligation may temporarily be placed in the Standby Reserve, but shall be transferred back to the Ready Reserve at the earliest possible date;
  - (2) key employees, as outlined in Chapter 5 of this manual, in public or private employment, who have been transferred from the Ready Reserve to ensure the continuity of the Federal Government and to prevent conflicts between emergency manpower needs of civilian activities and the military during mobilization;
  - (3) theology students transferred to the Standby Reserve for the duration of their civilian ministerial studies at accredited theological or divinity schools pursuant to 10 U.S.C. 12317;
  - (4) commissioned officers retained in an active reserve status after completing 18 or more, but less than 20, years of service under 10 U.S.C. 12646; and
  - (5) members whose retention on the ASL, for reasons other than those specified in subparagraphs (1) through (4) above, is considered to be in the best interest of the Service. These personnel may be retained on the ASL for no more than two years.

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## RESERVE COMPONENT CATEGORIES

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- b. **Inactive Status List, Standby Reserve.** This category contains reservists who may be ordered to active duty in time of war or national emergency if it is determined that not enough qualified reservists in an active status are available in the categories required. Members on the Inactive Status List (ISL) may not train for pay or retirement points, are not eligible for promotion, and do not accrue credit for qualifying years of service for retirement in accordance with Chapter 1223 of 10 U.S.C.; they shall be assigned to the Personnel Command (CGPC-rpm). The ISL, Standby Reserve includes:
- (1) volunteers, not required by law or regulation to remain in an active status, who possess requisite skills that the Coast Guard may require in a mobilization;
  - (2) members who were on or were eligible to be placed on the ASL, Standby Reserve but who were instead placed on the ISL in order to prevent an inequity with regard to their pay, promotion or retirement points; and
  - (3) members with at least 20 years of service computed in accordance with 10 U.S.C. 12732, who have been determined to have a disability rated at less than 30 percent, and who have been transferred to the ISL instead of separated for that disability under 10 U.S.C. 1209.
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### 1.C.4 The Retired Reserve

The Retired Reserve consists of reservists who have met satisfactory service requirements for non-regular retirement and have requested transfer to retired status, or reservists who have been retired for physical disability. Retired reservists are ineligible for promotion (or for consideration for promotion). Former members having completed satisfactory service creditable for non-regular retirement, but who elected to be discharged from the reserve component, are not part of the Retired Reserve and have no military status. Retired reservists are liable to be involuntarily ordered to active duty only as provided in 10 U.S.C. 12301(a) and 12307, if it is determined that not enough qualified reservists in an active status are available in the categories required; they may be recalled to active duty, subject to their own consent, at the discretion of the Secretary of Homeland Security, as provided in 10 U.S.C. 12301(d). The Personnel Command may issue active duty recall orders to retired reservists or may authorize them to perform training duty or earn retirement points. It is not necessary to place members in the Ready Reserve for these purposes; they remain members of the Retired Reserve. The Retired Reserve includes:

- a. **RET-1:** Reserve members who have completed the requisite qualifying years creditable for non-regular retired pay and are receiving retired pay (at, or after, age 60) under Chapter 1223 of 10 U.S.C.;
- b. **RET-2:** Reserve members who have completed the requisite qualifying years creditable for non-regular retired pay and are not yet 60 years of age, or are age 60 and have not applied for non-regular retirement pay; and
- c. **DISABILITY RETIREE:** Reserve members retired for physical disability under 10 U.S.C. 1201, 1202, 1204, or 1205. Members have completed 20 years of service creditable for regular retired pay or are 30 percent or more disabled and otherwise qualified.

## Chapter 2 Section A

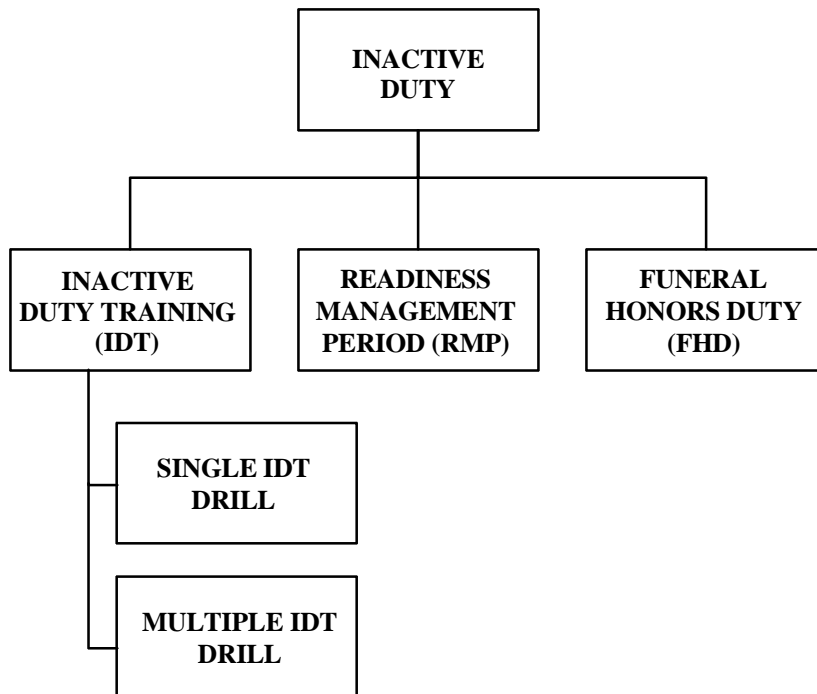
# INACTIVE DUTY DEFINITIONS AND TYPES

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### TYPES OF CG RESERVE INACTIVE DUTY



(Figure 2-1)



## **Chapter 2 Section A**

# **INACTIVE DUTY DEFINITIONS AND TYPES**

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### **2.A.1 Inactive Duty Defined**

Inactive duty is authorized training or other duty performed by reservists not on active duty. The primary purpose of inactive duty is to provide individual and/or unit readiness training. Inactive duty is a period of duty, under orders, scheduled for the performance of:

- a. augmentation (on-the-job) or formal training in support of Coast Guard readiness (mission support may be a key element in developing training programs, but training shall be the paramount consideration);
- b. readiness administration and maintenance (e.g., SWE participation, physical exams); and
- c. funeral honors.

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### **2.A.2 Types of Inactive Duty**

There are four types of inactive duty; they may be performed with pay or without pay. Non-pay inactive duty is authorized for enhanced training of personnel or readiness management and is not to be used as a form of discipline or punishment. Non-paid inactive duty shall not be used to make up unexcused absences from drills that had been scheduled for pay. The types of inactive duty are:

- a. Single Inactive Duty Training (IDT) drill;
- b. Multiple IDT drill;
- c. Readiness Management Period (RMP - formerly called Appropriate Duty); and
- d. Funeral Honors Duty (FHD);

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### **2.A.3 Single IDT Drill**

- a. A single drill is one period of IDT. When authorized with pay, compensation will be at a rate of 1/30<sup>th</sup> of the monthly basic pay of the pay grade held on the date that the drill is performed. A single IDT drill:
  - (1) must be four or more hours in duration;
  - (2) must be performed in one calendar day; and
  - (3) will earn one retirement point.

## Chapter 2 Section A

# INACTIVE DUTY DEFINITIONS AND TYPES

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- b. Travel time to and from a regularly scheduled drill or training site, or time at the duty location that is allocated for meal breaks, rest and relaxation, or sleeping does not count toward the four-hour minimum training requirement.

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### 2.A.4 Multiple IDT Drill

- a. A multiple drill equals two periods of IDT. When authorized with pay, compensation is the equivalent of two single drills. A multiple IDT drill:
  - (1) must be eight or more hours in duration;
  - (2) must be performed in one calendar day; and
  - (3) will earn two retirement points.
- b. Travel time to and from a regularly scheduled drill or training site, or time at the duty location that is allocated for meal breaks, rest and relaxation, or sleeping does not count toward the eight-hour minimum training requirement.

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### 2.A.5 Readiness Management Period (RMP)

- a. RMPs are additional inactive duty periods authorized in excess of scheduled IDT drills. **Their primary purpose is to accomplish training preparation or unit administration and maintenance functions, such as medical and dental readiness examinations and participation in enlisted Servicewide examinations. However, RMPs may also be used to provide necessary training for qualifications required by CPRL or mobilization that cannot be accomplished within standard IDT and ADT limits. RMPs may also be used for all hands meetings when the overall emphasis of the period is to improve individual or unit readiness (e.g., semi-annual weigh-in, verification of emergency data and SGLI, pre-mobilization training, hurricane preparedness, etc.). Award ceremonies, when not combined with readiness activities, are generally considered inappropriate for RMPs.**
- b. **RMPs cannot be used for unit augmentation. Reservists are not required to complete authorized IDT periods (48 or 60) prior to utilizing RMPs; however, no reservist may exceed a combination of 30 pay and non-pay RMPs in one fiscal year.**
- c. **Requirements:**
  - (1) **Each period must be at least three hours duration. If a scheduled dental, medical, or Servicewide examination does not meet the minimum three hour duration, the unit should assign other appropriate duties to fulfill the requirement.**

## Chapter 2 Section A

# INACTIVE DUTY DEFINITIONS AND TYPES

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- (2) The maximum duration is 24 hours.
  - (3) One RMP is equivalent to a single IDT drill for pay and retirement point purposes.
  - (4) Only one RMP may be performed in a calendar day.
  - (5) No RMP shall be performed on the same day as an IDT period or active duty.
- d. Commandant (CG-131) will determine the annual fiscal year allocation of RMPs with pay and communicate the allocation via ALCOAST. Commanding officers are authorized to approve RMPs with pay for reservists to accomplish the following:
- (1) medical and dental readiness examinations;
  - (2) Servicewide examinations for advancement;
  - (3) CPRL and mobilization qualifications; and
  - (4) all hands meetings as defined in paragraph 2.A.5.a.
- In cases where appropriate use of an RMP does not fall clearly within these guidelines, units should contact their servicing ISC (pf) for clarification prior to approving an RMP with pay. Members requesting RMP travel shall request a TONO from their servicing ISC (pf) through their chain-of-command. Travel entitlements related to RMPs are contained in paragraph U7150-C of the JFTR. RMPs are not authorized for members who fail to meet participation standards, except medical and dental readiness examination requirements.**
- e. The same policies that apply to RMPs with pay also apply to RMPs without pay. Activities envisioned for RMPs without pay include:
- (1) participation by members of the IRR in enlisted Servicewide examinations;
  - (2) duty in connection with the legal assistance program in accordance with Legal Assistance Program, COMDTINST 5801.4 (series);
  - (3) physical examinations for the purpose of determining fitness for transfer back to the Ready Reserve from the Standby Reserve;
  - (4) per DODI 1215.7, for military seminars, symposia and similar assemblies (meetings), provided that the meeting is:

## Chapter 2 Section A

# INACTIVE DUTY DEFINITIONS AND TYPES

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- (a) designated by the unit commander as being of such military value that the instruction received would enhance professional development, position qualifications or rating qualifications, and
  - (b) of at least 4 hours duration, and
  - (c) without remuneration, other than the retirement points.
- (5) technical or training assistance provided to organizations such as the Naval Sea Cadets or the Boy/Girl Scouts of America. The intent of this program is not to award points to those who regularly work with these groups as adult leaders, but to provide an additional source of training and assistance not otherwise available to that organization. Duty must be performed in the appropriate Coast Guard uniform.
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### **2.A.6      Funeral Honors Duty (FHD)**

- a. The rendering of military funeral honors is the ceremonial paying of respect and the final demonstration of the country's gratitude to those who, in times of war and peace, have faithfully defended our nation. FHD includes both the preparation for and the actual performance of funeral honors at the funeral of a veteran as defined in 10 U.S.C. 1491.
  - b. Ready Reservists may perform FHD in a voluntary status in accordance with the provisions of 10 U.S.C. 12503. Reservists who are scheduled to perform authorized FHD will earn \$50.00 and one retirement point, if the duty is of two hours or more in duration. Travel allowances may be paid if the funeral honors location is more than 50 miles from the reservist's residence.
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## **Chapter 2 Section A**

# **INACTIVE DUTY DEFINITIONS AND TYPES**

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## Chapter 2 Section B

# INACTIVE DUTY ORDERS AND REQUIREMENTS

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## Chapter 2 Section B

# INACTIVE DUTY ORDERS AND REQUIREMENTS

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### 2.B.1 Inactive Duty Orders

Inactive duty orders shall be generated in writing in advance of reservists reporting for duty. Normally, orders should be issued at least one month before the scheduled duty period or periods to allow the reservist time to provide notification to civilian employers and family members. Laws pertaining to a reservist's employment and reemployment rights, medical and pay entitlements resulting from injury while traveling to and from duty, and UCMJ authority all require official orders, as well as meal and berthing authorizations, if applicable.

- a. Commands shall schedule and issue written orders in advance of duty dates. Verbal orders may be issued in time-critical or emergency situations, but orders in writing must follow as soon as possible. Screen-printing the orders module of Direct Access and signing the printed copy can be used to generate inactive duty orders. If another method is used, the orders must include, at a minimum:

- (1) identification of the reservist(s) by name;
- (2) dates, beginning and ending times for each date, and type (single IDT drill/multiple IDT drill /RMP/ FHD) of each period of duty;
- (3) purpose of duty (full descriptions of authorized program designations for purpose of duty can be found in Measuring the Contribution of Reserve Duty, COMDTINST 5310.3 (series), and a quick-reference chart can be found in Chapter 6.D of Personnel and Pay Procedures Manual, PSCINST M1000.2 (series));
- (4) location where each period of duty is to be performed; and
- (5) meals authorized, as subsistence in kind (SIK) or commuted rations (COMRATS) (specify which), applying rules outlined in Chapter 12 of the Pay Manual, COMDTINST M7220.29 (series). Also see Section 2.B.7 of this manual.

#### Example of Individual Orders:

IDT Orders for: MK2 Adams, Carl B.

<u>Date</u>	<u>Times</u>	<u>Type</u>	<u>Duty Purpose</u>	<u>Report to:</u>	<u>Meals Auth</u>
19 Jan 02	0800-2400	M	Search & Rescue - SR	CG STA Ponce de Leon	CR – L/D
20 Jan 02	0000-1600	M	Law Enforcement - LE	CG STA Ponce de Leon	CR – B/L
16 Feb 02	0800-2400	M	Search & Rescue - SR	CG STA Ponce de Leon	CR – L/D
17 Feb 02	0000-1300	M	Law Enforcement - LE	CG STA Ponce de Leon	CR – B/L
22 Feb 02	0700-1130	S	Search & Rescue - SR	CG STA Mayport	NONE
16 Mar 02	0800 2400	M	Law Enforcement - LE	CG STA Ponce de Leon	CR – L/D
17 Mar 02	0000-1600	S	Search & Rescue - SR	CG STA Ponce de Leon	CR – B/L

(Figure 2-2)

## Chapter 2 Section B

# INACTIVE DUTY ORDERS AND REQUIREMENTS

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### Example of Group Orders:

IDT Orders - Report to: CG SEC Jacksonville, Prevention Department

<u>Name</u>	<u>Date</u>	<u>Times</u>	<u>Type</u>	<u>Meals Authed</u>	<u>Duty Purpose</u>
PS1 Johnson, Alan D.	5 Jan 07	0730-1630	M	SIK – L	Port Safety & Security - PS
PS3 Smith, James R.	5 Jan 07	0730-1630	M	SIK – L	Port Safety & Security - PS
MST2 Clark, Paula K.	5 Jan 07	0830-2400	M	CR – L/D	Environmental Protection - ME
PS1 Johnson, Alan D.	6 Jan 07	0730-1630	M	SIK – L	Port Safety & Security - PS
PS3 Smith, James R.	6 Jan 07	0730-1630	M	SIK – L	Port Safety & Security - PS
MST2 Clark, Paula K.	6 Jan 07	0000-1530	M	CR – B/L	Environmental Protection - ME
PS3 Smith, James R.	14 Jan 07	0730-1230	S	NONE	Port Safety & Security - PS
PS1 Johnson, Alan D.	2 Feb 07	0830-2400	M	CR – L/D	Port Safety & Security - PS
PS3 Smith, James R.	2 Feb 07	0830-2400	M	CR – L/D	Port Safety & Security - PS
MST2 Clark, Paula K.	2 Feb 07	0730-1630	M	SIK – L/D	Environmental Protection - ME
PS1 Johnson, Alan D.	3 Feb 07	0000-1530	M	CR – B/L	Port Safety & Security - PS
PS3 Smith, James R.	3 Feb 07	0000-1530	M	CR – B/L	Port Safety & Security - PS
MST2 Clark, Paula K.	3 Feb 07	0730-1630	M	SIK – B/L	Environmental Protection - ME
PS3 Smith, James R.	11 Feb 07	0730-1230	S	NONE	Port Safety & Security - PS
PS1 Johnson, Alan D.	2 Mar 07	0830-2400	M	CR – L/D	Port Safety & Security - PS
PS3 Smith, James R.	2 Mar 07	0830-2400	M	CR – L/D	Port Safety & Security - PS
MST2 Clark, Paula K.	2 Mar 07	0730-1630	M	SIK – L/D	Environmental Protection - ME

(Figure 2-3)

- b. Copies of orders must be retained with unit files.

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### 2.B.2 Scheduling and Reporting Inactive Duty

- a. No more than one single IDT drill or one multiple IDT drill may be scheduled and reported for an individual in one calendar day. A multiple drill can accommodate different program codes for reporting purpose of duty.
- b. Reservists may not perform any form of inactive duty on the same day as any type of active duty or while in a travel status as part of that duty (e.g., a reservist may not perform IDT on a Sunday and then report for ADT on the same Sunday evening).
- c. An RMP shall not be performed on the same day as any other duty, and not more than one RMP shall be performed by an individual in one calendar day.
- d. No more than one FHD period may be performed in a day. Funeral honors may not be performed as part of scheduled IDT, RMP or Active Duty Training (ADT); funeral honors may be performed by as part of Active Duty Other than Training (ADOT), but the \$50.00 stipend and retirement point cannot be awarded for such duty. If a single IDT drill is scheduled for the same day as FHD, it must be completed prior to or commence after the FHD is performed.



## Chapter 2 Section B

# INACTIVE DUTY ORDERS AND REQUIREMENTS

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- e. IDT drills are typically spread throughout the year (four drills per month), but they may be grouped to best use resources to meet surges in operations, seasonal requirements or for other reasons as determined by the unit issuing IDT orders. When drills are grouped, it is important that reservists be included in the scheduling process in order to avoid civilian job conflicts. Care must also be taken to ensure that excessive grouping of drills does not adversely affect the member's ability to attain a satisfactory anniversary year for federal retirement purposes (see Section 8.C.3 of this manual concerning qualifying years of service).
  - f. Unit commanders may schedule participation in a change of command, parade or other suitable ceremony (except for funeral duty) as a substitute for not more than one regularly scheduled IDT drill during any one fiscal year.
  - g. Inactive duty shall not be performed in designated Imminent Danger Areas.
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### 2.B.3 Absences

- a. Reservists who are unable to perform scheduled inactive duty must inform their supervisors immediately. Usually, schedule conflicts for reasonable reasons (such as temporary civilian employment conflicts) may be worked out between the command and the reservist and the drill rescheduled. If a notification of a scheduled drill conflict occurs within 48 hours of the start of the scheduled drill, the drill may be rescheduled only for the following reasons:
    - (1) illness or injury of reservist;
    - (2) serious or unusual hardship due to unforeseen emergency;
    - (3) accident or illness of a family member requiring presence or other action by the reservist;
    - (4) death or imminent death of a member of the immediate family; or
    - (5) commanding officer's discretion.
  - b. If a reservist is absent from a scheduled drill for any other reason than listed above, the absence must be recorded as unexcused and may not be rescheduled (e.g., if a reservist is authorized 48 paid drills in a fiscal year and is reported as having an unexcused absence for a multiple IDT drill, then the number of authorized paid drills for the year drops to 46). Unit commanders may grant an excused absence based on a reservist's prompt notification and submission of adequate justification.
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# **INACTIVE DUTY ORDERS AND REQUIREMENTS**

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### **2.B.4 Annual Inactive Duty Authorization**

- a. Except as specifically provided in writing by Commandant (CG-131), the authorized number of paid IDT periods for a member of the SELRES is 48 per fiscal year, with the exception of members assigned to deployable units, such as PSUs, who are authorized 60 drills per fiscal year.
- b. The above limitations on paid drills do not apply to drills without pay. However, there is a statutory limit to the number of retirement points a reservist may earn in an anniversary year through the performance of inactive duty (see Section 8.C.4 of this manual). The length and nature of duty to be performed during non-paid drills must be equivalent to that for authorized paid drills.
- c. The number of RMPs, which are in addition to paid IDT authorized above, shall not exceed 30 in one fiscal year for any member. The 30-period per fiscal year cap is applied to the combined total amount of paid and non-paid periods allocated. As a form of inactive duty, the total number of RMPs credited for retirement is limited by the inactive duty point caps mentioned in subparagraph b.

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### **2.B.5 Travel while on Inactive Duty Orders**

- a. Members are not entitled to receive reimbursement for travel between their place of residence and their normal drill site when under inactive duty orders. Unit commanders will establish normal drill sites. If the normal drill site is different than the unit's location, the servicing ISC (pf) shall be notified by the unit commanding officer and noted along with the member's PAL assignment. This is necessary to provide a legal means of determining eligibility for medical and other entitlements when a member travels from his or her home to the normal drill site, and for determining entitlements associated with travel between the normal drill site and the unit.
- b. Reservists who are ordered to locations other than their normal drill sites shall be placed on TDY orders and receive entitlements per the Joint Federal Travel Regulation (JFTR U7150.C.3). TDY orders are normally issued and funded by the member's assigned unit, with the exception of duty such as RMPs performed for SWE participation, physical exams, or reserve-specific panel duty, which may be issued and funded by servicing ISC (pf)s. TDY orders shall specify the member's normal drill site. When the member travels directly from home to the TDY station, reimbursement is limited to the lesser entitlement from either the member's home or the normal drill site to the point at which TDY inactive duty is performed.

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# INACTIVE DUTY ORDERS AND REQUIREMENTS

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### 2.B.6 Berthing while on Inactive Duty Orders

- a. Reservists who must travel more than 50 miles from their residences to perform inactive duty shall have the same priority for confirming reservations at Coast Guard and DoD transient housing as active component members who are traveling under orders away from their permanent duty station, as provided in 10 U.S.C. 12604. Reservists not entitled to per diem, who occupy transient government housing while performing inactive duty may be reimbursed the actual cost of lodging (JFTR U7150.C.6).
  - (1) The installation commander may set the policy for advance confirmed reservations, but that policy shall apply equally to active and reserve component members.
  - (2) Commands with reservists assigned who are eligible to use transient government housing as outlined above shall provide their names to appropriate housing manager(s) to verify eligibility, and reservists must produce a copy of their orders upon check-in.
- b. Whenever possible, transient government housing shall be used. When transient government housing is not available or is inadequate, lodging in kind may be provided, according to 37 U.S.C. 404(i). Commands should work with their servicing ISC (pf)s when it is necessary to arrange for commercial berthing near drill sites.
- c. When using commercial berthing, two members shall be assigned to each room, except as noted below:
  - (1) junior enlisted members should not share rooms with members E-7 and above;
  - (2) officers should not be berthed with enlisted personnel; and
  - (3) separate berthing must be made available for males and females.
- d. Commands and servicing ISC (pf)s shall adhere to the following guidelines for authorizing reimbursement for berthing at transient government housing or for providing lodging in kind for reservists on inactive duty orders, except when circumstances due to operational requirements dictate otherwise:
  - (1) Members who must travel more than 50 miles to perform multiple drills or RMPs on consecutive days are authorized berthing between the days of duty.
  - (2) In addition, members who are required to leave home before 0545 to report for duty are authorized berthing the night prior to the scheduled duty period or periods.
  - (3) Members who cannot depart from duty to arrive home before 2100 may be authorized berthing on the night following the last day of duty if travel home is by POV.

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### **2.B.7 Meals while on Inactive Duty Orders**

- a. Subsistence in kind (SIK) by appropriated fund dining (AFD) facilities (Coast Guard or other uniformed service), non-appropriated funds activity (NAFA), or by contracted commercial sources is not authorized for reservists performing Inactive Duty for Training (IDT) with pay, except under the following circumstances:
  - (1) Enlisted reservists performing IDT with pay on a career sea pay-eligible vessel with an APF dining facility aboard shall receive SIK.
  - (2) Enlisted reservists may receive SIK whenever a unit has an approved waiver to this policy. Waiver authority is delegated to Integrated Support Commands. Waivers shall only be granted when unusual and compelling circumstances exist at a unit where no APF dining facilities for pay-as-you-go (PAYGO), NAFA, or commercial food service alternatives are reasonably available, or where unit training will be degraded without SIK.
  - (3) Reserve officers and enlisted personnel performing non-pay IDT may be provided SIK if the IDT site has an APF dining facility. SIK for non-pay personnel from contracted commercial sources is not authorized unless the unit has an approved waiver described in subparagraph (2).
- b. Enlisted personnel performing IDT with pay shall normally be authorized commuted rations (COMRATS) in accordance with Chapter 12-E-4, U.S. Coast Guard Pay Manual, COMDTINST M7220.29 (series), except when provided SIK in accordance with 2.B.7.a above. IDT personnel shall not concurrently receive COMRATS and SIK.
- c. Personnel authorized COMRATS may purchase their IDT meals on a PAYGO basis at APF dining facilities, NAFA, or commercial sources.
- d. Reserve officers performing IDT with pay are not authorized COMRATS or SIK.

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- b. Non-consecutive active duty is generally only used when the reservist lives close to the duty location (to minimize travel costs) and when the command determines that the nature of the training or duty allows its accomplishment in small increments. If travel allowances are authorized, the member will normally be paid only for a single round trip per set of orders. In order for a reservist to be paid for multiple trips to the duty site, the additional travel must be authorized by the servicing ISC (pf) and the orders must specify that the non-consecutive nature of the orders is for "convenience of the government, multiple travel is authorized."
- c. Documentation to support the completion of non-consecutive active duty must be promptly submitted after each period of duty (e.g., upon completion of 3 consecutive days followed by a break in duty or after each single day followed by a break in duty). Delayed reporting of duty results in a significant increase in administrative work and delayed payment to the member.

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### 3.B.3 Paid and Non-paid Active Duty

Unless otherwise stated, active duty orders are assumed to be for pay. Non-pay active duty is always voluntary duty. Active duty without pay accrues retirement points the same as active duty with pay. Per diem is not normally authorized for reservists who are performing active duty without pay; however, units may separately authorize per diem for reservists performing active duty without pay while they are in a travel status. Members of the Standby Reserve who voluntarily perform active duty are not entitled to pay or allowances of any type incident to that duty.

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### 3.B.4 Short-term and Long-term Active Duty

- a. Short-term active duty is performed consecutively for less than 140 days **if the active duty is for training (ADT); 180 days or less if the active duty is for other than training (ADOT)**. Travel time allowed for authorized mode of transportation must be included in determining the number of days of duty (see Personnel Manual, COMDTINST M1000.6 (series), Chapter 4). Members who perform short-term active duty are entitled to receive basic pay, a basic allowance for housing (**BAH**, **BAH-RC**, Partial BAH, or BAH Diff), and a basic allowance for subsistence (Officer BAS, Enlisted BAS, or Enlisted BAS minus Discount Meal Rate). Members on short-term active duty may also be entitled to certain special pays and allowances, as prescribed in the U.S. Coast Guard Pay Manual, COMDTINST M7220.29 (series), Chapter 12. Permanent Change of Station (PCS) entitlements apply when **consecutive active duty for training (ADT) is over 139 days and consecutive active duty other than training (ADOT) is more than 180 days**. Reservists on short-term active duty remain in their SELRES assignments, but do not perform IDT during the course of the active duty orders (performing more than one form of duty on the same calendar day is prohibited).

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- b. Long-term active duty is performed consecutively **for more than 139 days if the active duty is for training (ADT); more than 180 days if the active duty is for other than training (ADOT)**. Travel time allowed for authorized mode of transportation must be included in determining the number of days of duty (see Personnel Manual, COMDTINST M1000.6 (series), Chapter 4). Members who perform long-term active duty are entitled to receive basic pay, a basic allowance for housing (**BAH**) if not assigned government quarters, a basic allowance for subsistence (Officer BAS, Enlisted BAS, or Enlisted BAS minus Discount Meal Rate), CONUS COLA, and other special pays and allowances as prescribed in the U.S. Coast Guard Pay Manual, COMDTINST M7220.29 (series), Chapters 3 and 4. PCS entitlements apply when duty is **more than 180 days**. Reservists ordered to long-term active duty are removed from their SELRES assignments for the duration of the duty, and with the exception of involuntarily recalled reservists and Reserve Program Administrators, count against Coast Guard active component end strengths. Long-term active duty is automatically deducted from the AFC-01 military payroll account and must be reimbursed by the order issuing authority through funds transfer (e.g., funds for long-term ADSW-AC must be reimbursed to the military payroll account from the hiring command's AFC-30 operating expenses; funds for long-term ADT-OTD or ADSW-RC must be reimbursed from the Reserve Training appropriation). Copies of all long-term ADT-OTD or ADSW orders shall be sent to Commandant (CG-1012) when issued.
- c. Reservists attending Class "A" School convenings with a scheduled duration over 139 days receive PCS entitlements in accordance with the Joint Federal Travel Regulations (JFTR U7150.A.3). Scheduled durations do not include intervening holiday periods such as the 16 day training holiday called for in the Personnel Manual, COMDTINST M1000.6 (series), Article 7.A.9.

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### 3.B.5 Travel while on Active Duty Orders

- a. Travel and per diem allowances are authorized in accordance with the JFTR for any reservist who must travel from outside of the local commuting area to the assigned duty station, if government quarters and messing are not available. There is no travel allowance entitlement for travel between the home and duty station when:
  - (1) both are in the corporate limits of the same city or town;
  - (2) the member chooses to commute daily between home and the place of active duty even though he or she would otherwise be entitled to travel and per diem allowances; or
  - (3) the order-issuing official determines that both are within a reasonable commuting distance of each other and that the nature of duty involved permits commuting.

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# ACTIVE DUTY ORDERS AND REQUIREMENTS

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However, members commuting under subparagraphs 2 and 3 above are authorized the applicable automobile or motorcycle mileage rate for one round trip between the home and duty station. If additional travel away from the duty station is required during a portion of the active duty period, separately prepared TDY orders shall be issued.

- b. The JFTR and the CG Supplement to Joint Federal Travel Regulations, Volume 1 (CGS-JFTR), COMDTINST M4600.17 (series), provide detailed instructions regarding transportation, travel and per diem allowances. **Members should consult their units or servicing ISCs** for specific advice on Reserve travel entitlements. Every reservist performing active duty shall be authorized sufficient time to perform the travel involved, computed per the Personnel Manual, COMDTINST M1000.6 (series). Allowable travel time is considered active duty for all purposes normally ascribed to active duty.

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### 3.B.6 Active Duty Order Issuing Authority

- a. Issuing authority for the different types of active duty is as follows (approval authority for extensions of orders also apply):
  - (1) IADT orders are authorized by Coast Guard Recruiting Command, with the exception of Phase II IADT orders (for reservists not attending Class “A” School training within 28 days of the completion of recruit training/REBI), which are requested through the Reserve Orders module in Direct Access by the unit, approved by the servicing ISC (pf), and processed (report/depart) by the SPO.
  - (2) All ADT-AT orders and ADT-OTD orders for 15 days or less are authorized by the servicing ISC (pf), except in the case of orders for formal schools required for rating or qualification. For these cases, the servicing ISC (pf) may authorize ADT-AT or ADT-OTD orders for any length of time required for attending these formal schools.
  - (3) The servicing ISC (pf) may authorize up to 30 days ADT-OTD for reservists serving in their first fiscal year in the SELRES.
  - (4) The servicing ISC (pf) may authorize up to 45 days ADT-OTD for training directly related to initial qualification as coxswain, boat crewman, boat engineer, boarding officer or boarding team member.
  - (5) All other ADT-OTD orders for 16-30 days are authorized by the servicing MLC and processed through the servicing ISC (pf).
  - (6) All other ADT-OTD orders exceeding 30 days are authorized by Commandant (CG-131) and processed via the servicing ISC (pf). In addition, reservists shall not perform more than 30 days of ADT-OTD (other than ADT-OTD outlined in subparagraphs (2) and (3) above) in a fiscal year without receiving prior approval from Commandant (CG-131).



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- (7) ADSW-AC orders are authorized by the funding command and are processed via the servicing ISC (pf).
  - (8) ADSW-RC orders for 60 days or less are authorized by the servicing ISC (pf).
  - (9) ADSW-RC orders for 61-**180** days are authorized by the servicing MLC and processed via the servicing ISC (pf).
  - (10) ADSW-RC orders **for more than 180 days** are authorized by Commandant (CG-131) and processed via the servicing ISC (pf).
  - (11) EAD orders are authorized by the Personnel Command (CGPC-epm) for enlisted members and CGPC-opm for officers. Requests for EAD shall be submitted via the servicing ISC (pf) to CGPC-epm in accordance with Recall of Enlisted Reservists to Extended Active Duty, COMDTINST 1141.3 (series), or via the servicing ISC (pf) to CGPC-opm in accordance with the Personnel Manual, COMDTINST M1000.6 (series).
  - (12) Orders for RPAs are authorized by CGPC-opm. Chapter 1 of the Personnel Manual, COMDTINST M1000.6 (series), provides guidance on appointment of RPAs.
  - (13) Involuntary recall orders are authorized by the servicing ISC or MLC (pf) once the Commandant has delegated Secretarial, Presidential or Congressional authority to the appropriate operational commander or commanders.
  - (14) ADHC orders are authorized by CGPC-rpm and processed via the servicing ISC (pf) in accordance with policy outlined in Chapter 6 of this manual.
- b. Reservists shall not perform any type of active duty (except ADT-AT) if it will result in the member accumulating 16 years or more of combined active service, unless authorized by Commandant (CG-1). Reservists shall not perform any type of active duty (except ADT-AT) if it will result in the member accumulating 18 years or more but less than 20 years of combined active service, unless authorized by Commandant (G-CCS). Years of combined active service are calculated in accordance with Personnel and Pay Procedures Manual, PSCINST M1000.2 (series), by combining all prior active duty days, including prior service in an Active Component, ADT and ADOT. Points earned by performing inactive duty or by completion of correspondence courses are not used when calculating combined active service. The command or order issuing official is responsible for requesting approval of these active duty requirements. Requests are submitted through the chain of command and must document the requirement and identify funding for the active duty period.

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- c. Reservists shall not be issued orders to perform active duty unless in a Fit For Full Duty (FFFD) status (see Section 4.A.4 concerning waiver of AT requirement or Section 5.B.5 concerning deferment of active duty or transfer to the Standby Reserve due to temporary physical disqualification).
- d. Reservists transferred from the SELRES due to unsatisfactory performance shall not perform any type of active duty unless Commandant (CG-131) authorizes orders.
- e. **Reservists shall not be denied orders to perform active duty, solely due to the lack of current physical or dental examinations, as a means of compelling compliance with participation standards in Section 4.A. Section 4.B describes counseling requirements and measures available to compel compliance.**

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### 3.B.7 Cancellation or Early Termination of Orders

- a. Active duty orders may be canceled before they are executed, through coordination and agreement between the individual reservists and their commands. As much advance notice as possible should be provided to the command and/or the member to allow for rescheduling of work and training at the unit or for reservists' civilian employment rescheduling. The command shall notify the servicing ISC (pf) immediately upon any agreement to cancel pending orders.
- b. Once a reservist commences duty, that duty is no longer voluntary. A reservist who needs to leave active duty before the planned termination date due to unavoidable conflict must obtain approval for any changes from the appropriate supervisor. Should an unavoidable conflict occur, possible solutions include amending the orders to become non-consecutive or terminating the orders and rescheduling the remaining duty under a new set of orders. Requests for amendments or early termination of orders shall be submitted immediately to the servicing ISC (pf). In the event of cancellation or termination of long-term orders, the servicing ISC (pf) shall notify Commandant (CG-1012) for ADSW-AC orders or Commandant (CG-131) for ADSW-RC or ADT-OTD orders.
- c. Conditions for early termination of EAD or RPA contracts can be found in the Personnel Manual, COMDTINST M1000.6 (series), Chapter 12. Conditions for early termination of involuntary recall orders can be found in Coast Guard Manpower Mobilization and Support Plan, COMDTINST M3061.1 (series).

## **Chapter 3 Section B**

# **ACTIVE DUTY ORDERS AND REQUIREMENTS**

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## Chapter 4 Section A

# PARTICIPATION STANDARDS

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- j. Officers must accrue a minimum of 50 retirement points in an anniversary year to remain in an active status (10 U.S.C. 12642). Additionally, all members in the Ready Reserve or Standby Reserve, Active Status who are retirement qualified, except for having reached sixty years of age, must accrue a minimum of 50 retirement points in an anniversary year to remain in an active status (see Section 4.B.5).

Unsatisfactory participation is the failure to comply with any of the contractual obligations or program requirements listed above. Participation is also considered unsatisfactory when members of the SELRES acquire at least nine unexcused absences from scheduled training within a 12-month period or fail to meet standards prescribed for annual screening, training for advancement, or performance of duty. See Section 4.B, Failure to Participate.

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### 4.A.3 Annual Training (AT) Requirement

- a. By Coast Guard policy, the AT requirement shall be a minimum of 12 days per fiscal year for members of the SELRES and a minimum of 30 days per fiscal year for members of the IRR in TRAPAY CAT E. **In most cases, members of the IRR in TRAPAY CAT E who complete only the minimum AT period will not accrue sufficient retirement points to establish a qualifying year of service for retirement.**
  - b. The AT requirement is generally met through the performance of IADT or ADT-AT, but can be met by performing ADOT as long as the duty is rating, specialty or position related. The duty can be performed through on-the-job training or attendance at a formal school. The determination concerning whether the duty will meet the AT requirement shall be documented on the reservist's active duty orders.
  - c. Examples of duty that meets and does not meet the AT requirement:
    - (1) A Damage Controlman assigned to a DC position at a small boat station would meet the AT requirement by performing 12 days of active duty (normally ADT-AT) by performing DC-related duties at the station.
    - (2) The same Damage Controlman would not meet the AT requirement by performing 12 days of work recruiting new personnel.
    - (3) A Damage Controlman assigned to a position at a recruiting office would meet the AT requirement by performing 12 days of active duty recruiting new personnel.
  - d. Reservists who enter the SELRES after completing periods of long-term active duty do not have an initial AT requirement if nine months or less remain in the fiscal year during which they are released from active duty. However, they are not prohibited from performing ADT-AT or any other type of active duty.
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## **Chapter 4 Section A**

### **PARTICIPATION STANDARDS**

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#### **4.A.4 Waiver of Annual Training (AT) Requirement**

- a. Unit commanding officers are authorized to waive the AT requirement for assigned reservists for sufficient cause. Sufficient cause includes:
  - (1) Members who have requested and are within one year of retirement.
  - (2) Members whose rating or specialty skills are substantially maintained through their civilian employment, in years with limited ADT-AT funding (as designated by Commandant (CG-131)).
  - (3) Members experiencing temporary physical disability documented by a physician or temporary family or personal hardship. These reasons must be completely documented.

Civilian employment conflict is not considered sufficient cause for waiver of the AT requirement. Chapter 43 of 38 U.S.C., better known as the Uniformed Services Employment and Reemployment Rights Act (USERRA), requires employers to provide their reservists with leaves of absence for the periods necessary to perform military duty. Employers have the right to receive advance notice of their employees' upcoming military duty, which is why early scheduling and issuance of orders for required IDT drills and ADT-AT is so important.

- b. Requests for waiver of the AT requirement shall be submitted in writing from the member to his or her commanding officer. The commanding officer must consider the member's proficiency and ability to rapidly become an effective resource to the Coast Guard. If the request is approved, the commanding officer shall then provide a copy of the request and approval to the servicing ISC (pf). Non-completion of the waived AT requirement will not be considered when evaluating the member's performance.
- c. A waiver for an individual shall not be granted two years in a row without the approval of the servicing ISC (pf).

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#### **4.A.5 Travel or Change of Residence**

Travel or change of residence does not relieve reservists of their obligations to meet military service obligations or participation standards.

- a. Permission to leave the United States for travel is not required. However, SELRES and drilling IRR members who plan to travel outside the United States for periods in excess of 30 days are required to notify their units in writing. The notification shall include:
  - (1) Date of departure;

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- (2) Members are required, after returning to the SELRES, to satisfy their original obligation;
  - (3) Members are permitted only one hardship transfer during the period of obligated service; and
  - (4) Members in receipt of Montgomery GI Bill benefits shall have the benefits suspended until return to the SELRES.
- b. Reservists with no remaining statutory obligation who are not physically qualified to participate in regular training or whose immediate recall to active duty during an emergency would create an extreme personal or community hardship, or who are designated as key employees shall be transferred to the Standby Reserve if the reason for transfer is expected to be temporary in nature. If the reason is expected to be permanent in nature, they shall be transferred to the Retired Reserve or shall be discharged as appropriate. Members transferred to the Standby Reserve shall be transferred back to the Ready Reserve as soon as the reasons for transfer no longer exist.
  - c. Except as noted below, members may submit e-resumes in Direct Access requesting transfer to the Standby Reserve through the chain of command to their servicing ISC (pf) for approval. Transfers shall not be authorized without supporting documentation and the reason must be stated on the transfer orders.
  - d. Upon mobilization under 10 U.S.C. 12301(a) or 12302, or notification thereof, no member of the Ready Reserve shall be transferred under the provisions of this paragraph to the Standby Reserve unless authorized by Commandant (CG-131).

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#### 5.B.4 Extreme Community and Personal Hardship

- a. Extreme community hardship is defined as a situation that, because of a reservist's mobilization, may have a substantially adverse affect on the health, safety or welfare of the community.
  - b. Extreme personal hardship is defined as a situation that results in an adverse impact on a reservist's dependents resulting from his or her mobilization. Reservists who are single parents or who are married to other military service members do not fall into this category, since these members are expected to be responsible for arranging care for their dependents.
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#### 5.B.5 Temporary Physical Disqualification

- a. Temporary physical disqualification, for the purpose of transfer to the Standby Reserve, is defined as a disability that is temporary in nature but is expected to last for 4 months or more. If the disability is expected to last less than 4 months, the reservist shall be retained in the SELRES and the command shall either schedule the reservist for IDT training in a limited duty status (ADT, ADOT or mobilization must still be deferred until the member is in a fit for full duty status), or shall reschedule drills for when the member is fit for full duty. Reservists who are not physically qualified to participate in training and who are not expected to return to a fit for duty status shall not be transferred to the Standby Reserve, but instead shall be transferred to the Retired Reserve or separated.
- b. For transfer back to the Ready Reserve from the Standby Reserve when a temporary physical disqualification no longer exists, documentation from a civilian healthcare provider can be used to support the transfer, or an RMP without pay can be issued by the servicing ISC (pf) to provide an evaluation to support the transfer.
- c. Personnel who exceed their maximum allowable weight standard at the end of the probationary period in accordance with Weight/Physical Fitness Standards for Coast Guard Military Personnel, COMDTINST M1020.8 (series), shall be transferred to the Standby Reserve, Inactive Status, for up to one year. If during the year they attain their proper weight or body fat percentage, they may **submit a request to the Personnel Command (CGPC-rpm), via the servicing ISC (pf), for transfer back to the Ready Reserve**. Those who have not attained their proper weight or body fat after that year shall be transferred to the Retired Reserve or separated.

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#### 5.B.6 Key Employees

- a. Key employees are defined as federal employees occupying key positions that shall not be vacated during a national emergency or mobilization without SERIOUSLY impairing the capability of the parent federal agency or office to function effectively. Reservists are considered key employees if they fill the following positions:
  - (1) The Vice President of the United States or any official specified in the order of presidential succession as in 3 U.S.C. 19.
  - (2) The members of Congress and the Heads of the Federal Agencies appointed by the President with the consent of the Senate.
  - (3) Article III Judges. However, each Article III Judge who is a member of the Ready Reserve and desires to remain in the Ready Reserve must have his or her position reviewed by the Chief Judge of the affected judge's circuit to determine that his or her mobilization will not seriously impair the capability of the court to function effectively.

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- (4) Other federal positions determined by the Heads of Federal Agencies, or their designees, to be key positions. In determining whether or not a position should be designated as a key position, the following questions shall be considered by the Federal Agency concerned:
- (a) Can the position be filled in a reasonable time after mobilization?
  - (b) Does the position require technical or managerial skills that are possessed uniquely by the incumbent employee?
  - (c) Is the position associated directly with defense mobilization, does the position include a mobilization or relocation assignment in an Agency having emergency functions, or is the position directly associated with industrial or manpower mobilization, as designated by E.O.s 12656 and 12919?
  - (d) Are there other factors related to the national defense, health, or safety that will make the incumbent of the position unavailable for mobilization?
- b. Non-federal employers of Ready Reservists, particularly in the fields of public health and safety and defense support industries, are encouraged to adopt personnel and management procedures designed to preclude conflicts between the emergency manpower needs of civilian activities and the military during a mobilization. Employers are also encouraged to use federal key position guidelines for making their own key position designations and, when applicable, for recommending key employees for removal from the Ready Reserve.
- c. All employers who determine that a Ready Reservist is a key employee shall promptly submit such determination to the Personnel Command (CGPC-rpm) requesting that the employee be removed from the Ready Reserve, using the guidelines in DoDD 1200.7, Screening the Ready Reserve. CGPC-rpm shall make removal determinations in response to petitions for such actions.
- d. On mobilization under 10 U.S.C. 12301(a) or 12302, all personnel actions relating to the annual screening program shall be held in abeyance, and all members remaining in the Ready Reserve shall be considered immediately available for active duty service. After such mobilization is ordered, no deferment, delay, or exemption from mobilization shall be granted to Ready Reservists because of their civilian employment.
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### 5.B.7 Transfers Due to Relocation

- a. Members who relocate outside the United States shall notify their servicing ISC (pf) in writing, via the chain of command, as far in advance as possible. Notification shall include the new mailing address and the date of occupancy. If the relocation is planned to be temporary in nature (normally two years or less), the servicing ISC (pf) shall assign obligated personnel to the IRR in TRAPAY CAT E or to the Active Status List, Standby Reserve. All non-obligated personnel will be assigned to the Active Status List, Standby Reserve.
- b. Members with remaining statutory obligations may be discharged for immediate reenlistment per the Personnel Manual, COMDTINST M1000.6 (series), to accommodate temporary relocation overseas. The total period of the original enlistment served plus the reenlistment shall not be less than the member's military service obligation. In addition, it must include the anticipated period of temporary residence outside the United States. The member is required to comply with the conditions contained in the following statement, which shall be signed by the member upon reenlistment: *Reenlisted this date for \_\_\_\_\_ years under authority of 10 U.S.C. 12103(a) in order to (describe reason for temporary residence outside the U. S.) beginning (date) and ending (date). Participation in a CG unit must be resumed not later than (date) or earlier if requested and approved. I hereby certify that I understand the participation standards to which I obligate myself as a condition of this reenlistment.*
- c. Reservists with remaining SELRES obligations whose change of residence moves them further away from their assigned units (except for changes of residence outside the United States) shall request and shall normally be assigned to positions nearer their new residences in accordance with Section A of this chapter, if available. If the relocation is planned to be temporary in nature and is to a region where there is no Coast Guard unit available and the member cannot meet drill obligations through grouping drills and ADT, etc., then the member may request transfer to the Standby Reserve as outlined in Section 5.B.3 above. If the relocation is expected to be permanent in nature, then the member may request conditional release to join another Reserve component to fulfill the remainder of his or her service obligation.

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### 5.B.8 30-Year Limitation

- a. Chief warrant officers and enlisted members may be assigned to the SELRES during their first 30 years of service. Normally, on the thirtieth anniversary of their pay base dates, chief warrant officers and enlisted members shall be transferred to the Inactive Status List, Standby Reserve, unless they have requested transfer to the IRR, requested retirement, or have been granted waivers by the Personnel Command (CGPC-rpm) to remain in the SELRES. See Sections 8.A.7.b and 8.B.4.

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### 7.A.1 General

The authority for the selection, appointment, and promotion of Reserve officers above chief warrant officer, who are not serving on active duty, is contained in 10 U.S.C. and 14 U.S.C. This section does not apply to Reserve officers on extended active duty or to commissioned warrant officers. All officers who meet minimum requirements as determined by the Secretary are eligible to be considered for promotion under the law. Retired Reserve officers recalled to active duty are not eligible to be considered for promotion (10 U.S.C. 12307).

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### 7.A.2 Definitions

The following definitions apply to Reserve officer promotions:

- a. **Active Status:** Status of all reservists, except those on an Inactive Status List or in the Retired Reserve, including reservists performing EAD and long-term ADSW.
  - b. **Promotion Year:** For purposes of this section, Promotion Year means the period that commences on 1 July of each year and ends on 30 June of the following year (14 U.S.C. 256a).
  - c. **Date of Appointment:** The date when all requirements for promotion have been completed and the Secretary exercises promotion authority. Pay and allowances begin on the date of appointment in the grade to which an officer has been appointed, if in a pay status, and the insignia of the higher grade may be worn starting on that date (14 U.S.C. 736).
  - d. **Date of Rank:** The date that determines the precedence of an officer on the Inactive Duty Promotion List (IDPL) (14 U.S.C. 736(a)). When a Reserve officer is promoted to the next higher grade, the same date of rank is stated as the one assigned to the officer's running mate.
- 

### 7.A.3 Inactive Duty Promotion List (IDPL)

- a. The Commandant maintains a single lineal list of officers of the Coast Guard Reserve in an active status, the Inactive Duty Promotion List (IDPL).
  - (1) Officers are listed on the IDPL in order of date of rank and seniority in the grades in which they are serving.
  - (2) Officers serving in the same grade are listed in order of their seniority in grade per 14 U.S.C. 725.

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running mate shall be that officer on the ADPL, of the same grade, who is next senior to the previous running mate (14 U.S.C. 726(b)(1)).

- d. If a Reserve officer suffers a loss of numbers, the new running mate shall be that officer on the ADPL who, after the loss of numbers has been effected, is the running mate of the Reserve officer next senior to the Reserve officer concerned (14 U.S.C. 726(b)(2)).
- e. If a Reserve officer is:
  - (1) Considered for promotion and fails of selection,
  - (2) Fails to qualify for promotion,
  - (3) Declines an appointment after being selected, or
  - (4) The officer's name is removed from a promotion list, and that officer's running mate is promoted,

Then the new running mate shall be that officer of the same grade on the ADPL who was next senior to the previous running mate, who was also eligible for consideration for promotion when the previous running mate was considered for promotion, and whose name was not placed on a promotion list (14 U.S.C. 726(b)(3)).

- f. In situations not covered in this section, a new running mate will be assigned to ensure that “inequitable changes of precedence do not occur” (14 U.S.C. 726(b)(4)).

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### 7.A.6 Flag Officer Selection and Promotion

- a. Reserve captains in an active status will be eligible for consideration for promotion to rear admiral (lower half) at the beginning of the promotion year in which they complete three years time in service in the grade of captain (14 U.S.C. 731(b)).
- b. Reserve officers serving in an active status in the grade of captain and selected for promotion shall be tendered an appointment to the grade of rear admiral (lower half) on the date a vacancy occurs, or as soon thereafter as practicable, unless that officer's promotion is lawfully withheld (14 U.S.C. 729(i)).
- c. Reserve officers serving in an active status in the grade of rear admiral (lower half) shall be promoted to the grade of rear admiral, if acceptable to the President and the Senate, on the date the officer has served two years in an active status in the grade of rear admiral (lower half), or in the case of a vacancy occurring prior to

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having served two years in an active status, on the date the vacancy occurs if the officer served at least one year in an active status in the grade of rear admiral (lower half) (14 U.S.C. 743(b)).

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#### 7.A.7 Number of Officers to be Selected for Promotion

- a. Before convening a board to select officers for promotion to a grade above lieutenant (junior grade), the number of officers to be selected in each grade will be determined by the Commandant. The number of officers to be selected will be determined and published in an Officer Corps Management Plan at the beginning of each promotion year.
  - b. A Reserve officer who has been considered but not recommended for retention in an active status by a board convened under 14 U.S.C. 741(a) is not eligible for consideration for promotion (14 U.S.C. 731 and 732).
- 

#### 7.A.8 Failure of Selection

A Reserve officer, other than an officer serving in the grade of captain, who is, or is senior to, the junior officer in the promotion zone established for the officer's grade, fails of selection if not recommended for promotion by the selection board that considered the officer, or if having been selected for promotion by the board, is removed from the report of the board by the President or the Commandant (14 U.S.C. 739(a)).

- a. Failure of selection of a Reserve officer serving on either inactive duty or active duty shall count for all purposes as a failure of selection.
- b. A Reserve officer is not considered to have failed selection if the officer was not considered by a selection board due to administrative error.
  - (1) If the officer is selected by the next appropriate selection board after the error is discovered, and is promoted, then the date of rank and precedence on the IDPL shall be assigned that would have been assigned if the officer had been recommended for promotion by the selection board that originally would have considered the officer but for the error (14 U.S.C. 739(b)).
  - (2) However, such officer's date of appointment, which is the effective date that pay and allowances in the higher grade begin, cannot be backdated. The date of appointment is that date the Secretary exercises promotion authority regardless of how much later that date may be than the date of rank.
- c. A Reserve officer who fails of selection for the first time continues to be eligible for retention in an active status.

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- d. Officers who twice fail of selection are normally removed from an active status on 30 June following the approval date of the board report upon which the second failure of selection occurs, unless needs of the service dictate otherwise. Unless eligible for retention in an active status as described below, the officer will be given an opportunity to transfer to the Retired Reserve, if qualified, or shall be transferred to the Inactive Status List or discharged, as directed by CGPC-rpm.
- e. A commander, lieutenant commander or lieutenant who twice fails of selection may be retained for not more than the minimum period of time necessary to complete 20 satisfactory years for retirement, plus one additional year, if required, if so recommended by the selection board in which the second failure of selection occurs. To be eligible for (selective) retention, the officer must:
  - (1) Have less than 18 years of satisfactory federal service for retirement,
  - (2) Have 75% of total commissioned service as satisfactory years for retirement,
  - (3) Have three of the last four years meet requirements for satisfactory federal service for retirement,
  - (4) Have documentation of sustained active participation in performance records, and
  - (5) Have solid performance in current grade, documented in evaluation reports.

Officers selected for retention under this subparagraph will continue to be eligible for promotion as long as they remain in an active status. No further continuation action shall be taken.

- f. In accordance with 10 U.S.C. 12646, a Reserve commissioned officer of any grade who is due to be removed from an active status as the result of twice failing of selection, and who on 30 June following the approval date of the board report on which the second failure of selection occurs has completed:
  - (1) At least 18 but less than 19 years of service for retirement computed under 10 U.S.C. 12732, may not be discharged or transferred from an active status without his or her consent before the earlier of the following dates:
    - (a) The date on which he or she is entitled to be credited with 20 years service, or
    - (b) The third anniversary of the date on which he or she would otherwise be discharged or transferred from an active status.
  - (2) At least 19 but less than 20 years of service for retirement computed under 10 U.S.C. 12732, may not be discharged or transferred from an active status without the officer's consent before the earlier of the following dates:

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- (a) The date on which he or she is entitled to be credited with 20 years service, or
  - (b) The second anniversary of the date on which he or she would otherwise be discharged or transferred from an active status.
- g. Reserve officers, when retained per 7.A.8.f above, are extra numbers to those otherwise authorized as long as they remain in an active status (10 U.S.C. 12646(c)).
- 

### 7.A.9 Promotion Lists

The recommendations of selection boards as approved by the Commandant (for promotion to lieutenant commander and below) and as approved by the President (for promotion to commander and above) constitute a list of selectees from which the promotions of Reserve officers shall be made (14 U.S.C. 729(h)).

- a. The name of an officer shall remain on a promotion list until promoted, removed by the President for cause or failure of the Senate to consent to the appointment of an officer to the grade of commander, captain or rear admiral (lower half) (10 U.S.C. 12203 and 14 U.S.C. 738).
  - b. If an existing promotion list has not been exhausted by the time a new promotion list for officers of the same grade has been approved, those officers on the older list shall be tendered promotions before the newer list is used (14 U.S.C. 729(h), E.O. 10637, 49 CFR 1.45).
  - c. A Reserve officer shall not lose precedence when transferred to or from the ADPL, nor shall that officer's date of rank be changed due to the transfer (14 U.S.C. 725(b)).
- 

### 7.A.10 Removal from a Promotion List

- a. The President may, for cause, remove the name of any officer from a promotion list. If the Senate, pursuant to 10 U.S.C. 12203, does not consent to the appointment of a Reserve officer to the grade of captain and above, that officer's name shall be removed from the approved list of selectees. Under either of these circumstances, the officer continues to be eligible for consideration for promotion (14 U.S.C. 738).
- (1) If recommended for promotion by the next selection board and promoted, that officer shall be assigned the date of rank and precedence that would have been assigned if the officer's name had not been previously removed.

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- (2) If not recommended by the next selection board, or, having been recommended for promotion, the officer's name is again removed by the President or by failure of the Senate to consent to the appointment, the officer shall be considered for all purposes to have twice failed of selection (14 U.S.C. 738).
  - b. The name of an officer shall be removed from a promotion list if the officer declines the promotion or fails to meet the requirements for promotion in the allotted time.
  - c. An officer who expressly declines a promotion, when tendered, will be removed from the promotion list and transferred from an active status. Transfer from an active status will take affect upon receipt of a declination letter by CGPC-rpm.
- 

### 7.A.11 Process for Promotion

- a. A Reserve officer whose name is on an approved promotion list will be promoted to the next higher grade at the same time or as soon thereafter as practicable as the officer's running mate is promoted (14 U.S.C. 729(i)).
- b. **Reserve captains and rear admirals (lower half) are promoted to the grades of rear admiral (lower half) or rear admiral, respectively, on the soonest date provided for in accordance with Chapter 7.A.6 of this manual.**
- c. Reserve officers will be notified of their promotions through the Officer Promotion Authorization Listing (OPAL).
  - (1) Each month, an OPAL will be published by ALCGPERSCOM. The OPAL will list all officers who are scheduled for promotion through the last day of that month and whose service records indicate compliance with the requirements of this chapter. The information provided will include:
    - (a) grade to which promoted;
    - (b) date of rank.
  - (2) The officer's command will, if the officer in fact meets the requirements of this paragraph, forward a copy of the OPAL to the officer and ensure that the officer's personnel record is updated to reflect the promotion. If the officer does not meet the requirements for promotion, Personnel Command (CGPC-rpm) shall be notified immediately.
  - (3) CGPC-rpm will issue promotion certificates for reserve officers.
- d. A reserve officer promoted under this section is considered to have accepted the promotion unless delivery thereof cannot be effected (14 U.S.C. 735(a)).



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- e. A reserve officer who has served continuously since taking the oath of office prescribed in 5 U.S.C. 3331 is not required to take a new oath of office upon appointment in a higher grade (14 U.S.C. 735(b)).
- 

### 7.A.12 Delay of Promotion

- a. Under no circumstances will an appointment to a higher grade be tendered, including an appointment for an officer assigned to the IRR, until the following conditions have been met:
  - (1) The reserve officer is found physically qualified by a current approved and documented physical examination and the officer's character of service since selection has been verified as satisfactory (14 U.S.C. 734).
  - (2) The active service running mate has been promoted, all officers of the same grade of higher precedence on any prior promotion list have been tendered an appointment, and the Secretary exercises promotion authority.
- b. If an officer cannot meet the physical requirements or other criteria at the time the officer's running mates is promoted, promotion will be withheld until he or she meets the requirements; the command shall so notify the Personnel Command (CGPC-rpm) and the Personnel Service Center prior to the authorized promotion date.
  - (1) If the officer subsequently meets the requirements prior to the convening date of the next promotion board, CGPC-rpm will authorize promotion with a date of rank at the time the officer would have been promoted had the promotion not been delayed. However, pay and allowances accrue from the effective date of appointment, not the date of rank.
  - (2) If the officer fails to meet promotion requirements prior to the convening date of the next promotion board, transfer from an active status will take effect on the day prior to the convening date of the board.
  - (3) Once an officer in an inactive status becomes physically qualified or meets the other requirements for promotion, he or she may submit documentation to CGPC-rpm and request to be returned to an active status. The officer shall then be reconsidered by a selection board and if selected shall be placed on the new promotion list. A reserve officer is not considered to have previously failed of selection when eliminated from a list of selectees for promotion solely as a result of being removed from an active status.
- c. Reserve officers are not excluded from promotion if physically disqualified by a medical board for duty at sea or in the field, if:

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- (1) The disqualification results from injuries received in the line of duty, and
  - (2) Those injuries do not incapacitate the officer from other duties in the grade to which the officer is to be promoted (14 U.S.C. 734(b)).
- d. The Secretary may delay the promotion of an officer who is under investigation or against whom proceedings of a court-martial or a board of investigation are pending, without prejudice until completion of the investigation or proceedings.
- (1) However, unless the Secretary determines that a further delay is necessary in the public interest, a promotion may not be delayed for more than one year after the date the officer would otherwise have been promoted.
  - (2) An officer whose promotion is delayed under this provision and who is subsequently promoted shall be given the date of rank and precedence on the IDPL that the officer would have held had the promotion not been so delayed.

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### 7.A.13 Frocking

- a. Under the authority of 10 U.S.C. 777 and 14 U.S.C. 632, officers who have been selected for, but not yet promoted to a higher grade may be authorized to wear the insignia for that next higher grade. Selectees for flag grade or captain must have their appointments confirmed by the Senate before frocking may be authorized. An officer who is so authorized to wear the insignia of the next higher grade is said to be "frocked" to that grade. A reserve officer on the IDPL may be considered for frocking when:
  - (1) The reserve officer's running mate has been promoted, but the reserve officer cannot be promoted due to lack of a vacancy at the higher grade; or
  - (2) The higher grade is needed for the officer to effectively carry out his/her duties.
- b. **In cases of reserve captains serving in an active status and selected for promotion,** Commandant (CG-13) authorizes frocking to flag grade. Forward these requests through the Personnel Command (CGPC-rpm) for processing.
- c. Servicing ISC (pf)s shall issue authorization and notify CGPC-rpm in order to frock a Reserve officer on the IDPL who has been selected for the next higher grade when the officer is assigned to a SELRES position of the higher grade and:
  - (1) The higher grade is necessary to clearly establish the individual's position when reporting to another agency/service for duty, or
  - (2) The higher grade is desired in order to maintain the Coast Guard's image in an area where he/she is the senior Coast Guard officer, or

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- (3) The higher grade is a significant factor in establishing the individual's stature, thereby enhancing their ability and effectiveness to successfully carry out his or her duties. If an officer is frocked under these circumstances, the servicing ISC (pf) will notify CGPC-rpm by forwarding a copy of the letter of authorization.
- d. If frocked, the officer will obtain a new ID card for the higher grade, but will continue to use officer evaluation reports for the lower grade. Pay and allowances will continue to accrue at the lower permanent grade.
  - e. The date of rank for the higher grade will be the date the officer's ADPL running mate is promoted. Pay and allowances for the higher grade will accrue from the date of appointment.
-

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eligibility periods prior to terminal eligibility date (1 January following the October exam), and for the entire period from recommendation to advancement:

Advancement to Pay Grade	Minimum Period
MCPO/E-9	24 months
SCPO/E-8	24 months
CPO/E-7	24 months
PO1/E-6	12 months
PO2/E-5	12 months
PO3/E-4	6 months

(Figure 7-2)

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### 7.C.4 SELRES and ADT Requirements

- a. Minimum time in the Coast Guard Selected Reserve (SELRES) for advancement in rate is as follows:

Time in CG SELRES or TRAPAY CAT E	
E-2 to E-3	6 months in pay grade E-2
E-3 to E-4	6 months in pay grade E-3
E-4 to E-5	6 months in pay grade E-4
E-5 to E-6	12 months in pay grade E-5
E-6 to E-7	24 months in pay grade E-6
E-7 to E-8	24 months in pay grade E-7
E-8 to E-9	24 months in pay grade E-8

(Figure 7-3)

- (1) The terminal eligibility date for time in service and rate and time in SELRES is 1 January following the exam.
- (2) If a candidate has broken service (out of active status or out of the service over three months) in the same or higher pay grade, previous satisfactory service in the Coast Guard or Coast Guard Reserve is creditable if a minimum of one half of the period required was served during the current enlistment.
- (3) In calculating time in the SELRES, all service on active duty (of any type, including active duty before RELAD, EAD, ADT, ADSW or involuntary recall) shall be included.

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- b. Minimum days of active duty for advancement in rate are as follows:

Days of ADT	
E-2 to E-3	None
E-3 to E-4	12 days in pay grade E-3
E-4 to E-5	12 days in pay grade E-4
E-5 to E-6	12 days in pay grade E-5
E-6 to E-7	24 days in pay grade E-6
E-7 to E-8	24 days in pay grade E-7
E-8 to E-9	24 days in pay grade E-8

(Figure 7-4)

- (1) Terminal eligibility date for completion of ADT, correspondence courses and performance-based qualifications is 1 July preceding the examination.
- (2) All service on any type of active duty (of any type including EAD, ADT, ADSW or voluntary or involuntary call-ups) shall be included.
- (3) Candidates who receive AT waivers because of budget constraints shall be given full credit for the days waived in current pay grade, up to a maximum of 12 days per fiscal year. The waiver and the fact that it was based on Commandant initiative, not at the request of the reservist, must be documented by personnel data record entry.
- (4) Reservists with accession classifications of RP or RK who have successfully completed Class “A” School may use active duty performed as an E-2 to satisfy the ADT requirement for advancement to E-4.

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#### 7.C.5 Additional Eligibility Requirements for E-7, E-8, or E-9

- a. E-7, E-8, and E-9 candidates must have at least two years of SELRES eligibility remaining as computed from the 1 January terminal eligibility date to be eligible for advancement. Individuals scheduled for separation, due to reach their 30 year pay base date anniversary, or reaching maximum age for mandatory retirement during the two year period following terminal eligibility date are ineligible to compete for further advancement. **Command or surfman certification is not a prerequisite to compete for advancement to BMCS or BMCM.**
- b. For advancement to E-8,
- (1) A reservist must have a total of at least ten years satisfactory federal service in one or more components of the Armed Forces (can be service on active duty or the SELRES or a combination of the two), and

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### **8.A.1 General**

The provisions of Article 12.A concerning separation of officers in the Personnel Manual, COMDTINST M1000.6 (series), also apply to officers in the Ready Reserve except as specifically modified in this section. The modifications in this section apply to Reserve officers not serving on extended active duty (EAD). For Reserve officers not serving on EAD, the Headquarters point of contact is Personnel Command (CGPC-rpm) (vice CGPC-opm as listed in the Personnel Manual).

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### **8.A.2 Conditional Release for Inter-Service Transfer**

- a. Reserve officers may initiate requests for conditional release to transfer to other components of the Armed Forces. Requests for conditional release on DD Form 368 shall be forwarded via the chain of command and servicing ISC (pf) to the Personnel Command (CGPC-rpm) for decision along with the specific recommendations of the command and the servicing ISC. Transfers of officers will normally only be approved for one of the following reasons:
    - (1) The officer has no opportunity to affiliate with a Coast Guard unit within a reasonable distance of his or her home or place of business.
    - (2) The officer is offered an enlistment or appointment to serve in an active component of the Armed Forces.
    - (3) The officer has special experience or professional, educational, or technical background which would be of greater value to the gaining Service and which outweighs the value of previous training in the Coast Guard Reserve.
    - (4) The transfer would serve the best interests of national security and of the officer concerned to such a degree as to outweigh the value of previous training in the Coast Guard Reserve.
  - b. If a conditional release is approved, discharge will take effect on the day preceding the day in which the member is enlisted or appointed in the gaining Service. The type and character of the discharge so issued shall be Honorable.
  - c. Separation as a result of conditional release for an inter-service transfer does not constitute fulfillment of military service obligations. Service prior to discharge will count towards fulfillment of the obligation.
-

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### 8.A.3      **Resignation**

- a. Letters of resignation by Reserve officers shall set forth the reason for the resignation and shall be submitted in standard Coast Guard memo format to Personnel Command (CGPC-rpm) via the chain of command and servicing ISC (pf). Each resignation shall be considered on its individual merits, taking into account the interests of national security and the needs of the Coast Guard. If the Secretary accepts a resignation, the Commandant will sign a certificate reflecting discharge.
  - (1) The resignation of a Reserve officer will normally not be accepted if he or she has remaining obligated military service or contractual obligation related to direct commission, unless the resignation is submitted along with a request for conditional release for the purpose of becoming a member of another armed force.
  - (2) The resignation of a Reserve officer will normally be accepted if accompanied by written evidence that he or she has become a regular or duly ordained minister of religion. The ministry must be the officer's primary vocation; his or her religious faith group must be recognized substantially for religious purposes; his or her standing in the faith group must be recognized as that of a minister or leader; and he or she must be certified by an applicable official of the faith group to be a fully qualified member of the clergy in good standing.
  - (3) The resignation of a Reserve officer will normally not be accepted if received when a state of emergency exists during which the needs of the service clearly preclude acceptance of a resignation.
- b. Unqualified resignations may be submitted up to one year in advance, but shall be submitted in sufficient time to reach CGPC-rpm at least three months prior to the requested date of resignation.
- c. Resignations may be withdrawn with the approval of CGPC-rpm.
- d. The Commandant may, at his or her discretion, retain officers beyond the requested resignation date based on the needs of the Service.

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### 8.A.4      **Involuntary Separation**

Officers with at least five years service as commissioned officers cannot be separated without their consent except under an approved recommendation of a board of officers (10 U.S.C. 12683).

- a. Provisions concerning separation for cause of Reserve officers serving on active duty in the Personnel Manual, COMDTINST M1000.6 (series), shall apply equally to inactive duty Reserve officers.



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- b. Personnel Manual references concerning severance pay for involuntarily separated officers do not apply, and provisions of Article 12.A.15.g concerning physical qualification for separation do not apply.
  - c. Provisions concerning separation of Reserve officers as a result of unsatisfactory participation can be found in Section 4.B of this manual
- 

### 8.A.5 Mandatory Retirement of Reserve Flag Officers

**Unless retained in or removed from an active status under any other law, a reserve rear admiral or rear admiral (lower half) shall be retired on 1 July of the promotion year immediately following the promotion year in which that officer completes four years of service after the appointment of the officer to rear admiral (lower half) (14 U.S.C. 743(a)).**

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### 8.A.6 Mandatory Separation for Age

- a. Reservists serving in an active status will be removed from an active status upon reaching age 60.
    - (1) Any member qualified for retirement who does not request to be transferred to the Retired Reserve will be transferred to the Inactive Status List (ISL), Standby Reserve on the day the member reaches 60 years of age, subject to the provisions of 10 U.S.C. 12683, 12646, and 12686. Qualified members of the Selected Reserve and reservists continued on active duty due to incapacitation (see Section 6.A.6) who are awaiting final adjudication of a PDES case may request transfer to the Retired Reserve for immediate recall to active duty or the Ready Reserve solely for that purpose.
    - (2) A member not qualified for retirement (and not statutorily precluded from discharge) shall be discharged without board proceedings, unless Commandant (CG-131) approves the member's request to defer retirement until age 62 (or sooner if the member becomes retirement qualified in the interim). In the case of a reservist on Extended Active Duty, the order-approving official, Personnel Command (opm), will act on requests to defer removal from an active status.
  - b. Pursuant to 14 U.S.C. 742, Reserve officers O-6 and below who are not on extended active duty and are authorized to remain in an active status must be transferred to the Retired Reserve or separated no later than the day they reach 60 years of age; Reserve flag officers who are authorized to remain in an active status must be transferred to the Retired Reserve or separated no later than the day they reach 64 years of age.
-

## **Chapter 8 Section A**

### **SEPARATION OF OFFICERS**

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#### **8.A.7 Separation After 30 Years Service**

- a. All commissioned officers in pay grades O-6 and below shall be removed from an active status after completion of 30 years total commissioned service, if they are not carried on an approved list of selectees for promotion to the grade of rear admiral (lower half).
  - (1) The total commissioned service of an officer who has served continuously in the Reserve following appointment in the grade of ensign shall be computed from the date on which that appointment was accepted.
  - (2) A Reserve officer initially appointed in a grade above ensign is considered to have whichever period of commissioned service is greater of the following:
    - (a) The total commissioned service actually performed in a grade above commissioned warrant officer (including commissioned service performed in other components prior to appointment in the U. S. Coast Guard Reserve), or
    - (b) The same total commissioned service as an officer of the regular Coast Guard who has served continuously from an original appointment as ensign, who has not lost numbers or precedence, and who is, or was at the time of original appointment, immediately junior to the Reserve officer.
  - (3) The TCS Years column of the Register of Reserve Officers, COMDTINST M1427.2 (series) is used as a guide for determining when officers will be removed from an active status. They will normally be removed on 30 June immediately following completion of 30 years total commissioned service.
- b. Commissioned warrant officers shall be removed from an active status after completion of 30 total years of service in an active status. To satisfy a specific Service need, the Commandant may defer mandatory transfer from an active status due to years of service. Chief warrant officers who want to continue in an active status beyond 30 years may apply to Personnel Command (CGPC-rpm) via the chain of command and servicing ISC (pf). See Section 5.B.8 of this Manual.

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#### **8.A.8 Reserve Officer Mobilization Disposition Board**

- a. Personnel Command (CGPC-rpm) shall annually convene a Reserve Officer Mobilization Board (ROMB), if necessary, to screen officers in the Standby Reserve, Inactive Status and recommend separation or transfer to the Retired Reserve for officers who have
  - (1) been in an inactive status for more than three years, and
  - (2) have limited potential for mobilization.

## Chapter 8 Section A

# SEPARATION OF OFFICERS

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b. Board deliberations shall be guided by the following:

- (1) Officers who possess critical skills, which would benefit the Coast Guard in the event of mobilization, shall be recommended for retention in the Standby Reserve, Inactive Status.
  - (2) Officers who voluntarily transferred to an inactive status and who have not attained age thirty-five shall not be recommended for discharge or retirement.
  - (3) Officers shall not be recommended for retention in the Standby Reserve solely to allow them to reach the age necessary to qualify for transfer to RET-1, unless they retain potential for mobilization.
  - (4) Officers who show potential for future active participation in training may be recommended for return to an active status provided they were not placed in the Standby Reserve as a result of selection/retention board action.
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## Chapter 8 Section C

### RETIREMENT

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# Chapter 8 Section C

## RETIREMENT

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### 8.C.1 General

As outlined in 10 U.S.C. 12731, a reservist is entitled, upon application, to non-regular retired pay if the reservist

- a. is at least 60 years of age;
- b. is not entitled to receive military retired pay under any other provision of law;
- c. has performed at least 20 years of satisfactory qualifying federal service as computed under section 10 U.S.C. 12732; and,
- d. in the case of a member who accumulated 20 years of qualifying service before May 1, 2005, has performed the last six years of qualifying service as a member of a Reserve component.

*Note: As provided in Decisions of the Comptroller General, File B-111903, November 6, 1952, there is no requirement that the last six years of qualifying Reserve component service be continuous. Any period of service as a member of a Regular component intervening between periods of Reserve service counted toward the six-year requirement must be excluded in determining whether the member has the requisite 20 years of qualifying service for eligibility for non-regular retired pay. Service in a Regular component during a partial year shall be treated in the same manner as one full year of service in this respect.*

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### 8.C.2 Retirement Categories

- a. **Retirement with Pay (RET-1).** When reservists complete at least 20 years of satisfactory federal service and have reached age 60, they are eligible for transfer to RET-1 status upon request. When transferred to retired with pay status, reservists receive a Retired Identification Card and are eligible for the same benefits available to active duty retirees.
  - b. **Retirement Awaiting Pay at Age 60 (RET-2).** Reservists who have satisfied all requirements for RET-1 except having reached age 60 may request transfer to the administrative status RET-2.
    - (1) Upon attainment of RET-2 status, members are entitled to unlimited commissary, exchange, and morale, welfare, and recreation benefits. Unless recalled to active duty, RET-2 reservists are not entitled to earn pay and allowances or retirement points, or receive military legal assistance or medical and dental care.
    - (2) Reservists in RET-2 receive an Armed Forces Identification Card, DD Form 2 (Reserve/Retired).
-

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## RETIREMENT

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### 8.C.3 Qualifying Years of Service

- a. A qualifying year of satisfactory service for non-regular retired pay is a full year during which a regular or reserve member is credited with a minimum of 50 retirement points. An accumulation of 20 such years is one requirement necessary to qualify for non-regular retired pay.
  - (1) The periods used for crediting of qualifying years for non-regular retirement shall be based on “anniversary” years that are calculated from an anniversary date. The date used to determine the anniversary year is established by the date the member entered into active service or into active status in a reserve component.
  - (2) The start date (month and day) for each successive anniversary year will not be adjusted unless the member has a break in service. A break in service occurs only when a member transfers to an inactive status list, a temporary disability retired list, the Retired Reserve, or is discharged to civilian life for a period greater than 24 hours. There will be no break in service if the member transfers directly to another regular or reserve component.
  - (3) A member who has a break in service that occurs during an anniversary year shall be credited with a partial year for non-regular retirement. When a partial year occurs, the member must meet the minimum retirement point requirements set out in Section 8.C.11 of this chapter for the member’s service to be credited as a partial year towards a qualifying year. Partial years of qualifying service may be combined and credited toward total qualifying service.
- b. For the purpose of determining entitlement to retired pay in accordance with 10 U.S.C. 12732, years of satisfactory federal service are computed by totaling all anniversary years in which at least 50 points have been credited on the following basis:
  - (1) one point for each day of active duty in an active or reserve component of an armed force, or each day of commissioned service in the National Oceanic and Atmospheric Administration or Public Health Service;  
*Note: In the case of enlisted members of the Armed Forces who have served as a cadet or midshipman but who did not later receive or do not hold a commission as an officer, service as a cadet or midshipman at a Service Academy shall be included and counted as active duty.*
  - (2) one point for each authorized IDT drill, RMP or FHD period performed;
  - (3) 15 points a year for membership in a reserve component of an armed force;
  - (4) points earned by satisfactory completion of authorized correspondence courses.
- c. The following service may not be counted in determining entitlement to retirement:

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(1) service in an inactive section of a reserve component or in a non-federally recognized status in the National Guard;

(2) service in the Fleet Reserve or Fleet Marine Corps Reserve.

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#### 8.C.4 Calculation of Retired Pay

a. Monthly retired pay upon reaching age 60 as computed under 10 U.S.C. 12739 is the product of:

(1) retired base pay as computed under 10 U.S.C. 1406 or 1407; and

(2) 2 ½ percent of the years of service credited to a member under 10 U.S.C. 12733, not to exceed 75% of the monthly pay base upon which the computation is based.

b. For the purpose of computing retired pay in accordance with 10 U.S.C. 12739, years of service and any fraction of such a year are computed in accordance with 10 U.S.C. 12733 by dividing 360 into the sum of the following:

(1) the member's days of active service, plus

(2) one day for each point earned under clause (2), (3) or (4) of paragraph 8.C.3.b above, but not more than:

(a) 60 days in any anniversary before the year that includes September 23, 1996;

(b) 75 days in the anniversary year that includes September 23, 1996, and in any subsequent year of service before the anniversary year that includes October 30, 2000; and,

(c) 90 days in the anniversary year that includes October 30, 2000, and in any subsequent anniversary year.

c. A person in active service may not receive retirement points for other activities concurrently. A maximum of 365 points (366 points in a leap year) may be awarded in an anniversary year. Retirement points must be credited in the anniversary year in which the duty is performed or the correspondence course is completed.

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#### 8.C.5 Retirement Points for Correspondence Courses

Points can be earned for satisfactory completion of correspondence courses that have been evaluated for retirement point credit by Commanding Officer, USCG Institute, or the Chief of Naval Personnel. **Standard Operating Procedures (SOP) for the Coast Guard's Training System, Volume 9 PQG outlines the directions of course writers to determine**

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**Reserve retirement points for Coast Guard correspondence courses. (See *Performance Technology Center* on the CGWEB at <http://cgweb.tcyorktown.uscg.mil>.)** The number of points for each course is in the course completion letter to the student. All retirement points for a course are credited on the date specified in the completion letter. For Coast Guard Institute courses, this is the date the end-of-course test is taken. For Navy courses, it is the date the last lesson is completed. **Retirement points for Coast Guard correspondence courses are electronically updated in Direct Access by CG Institute. Members should forward a copy of course completion letters for other than Coast Guard courses to the Personnel Service Center (PSC) for verification and approval of retirement points. PSC (ses) is final authority to validate eligibility of retirement point credit for correspondence courses.** Retirement point credit restrictions are:

- a. Point credit for completion of **Enlisted Professional Military Education (EPME)** and enlisted rate courses by officers must be approved by Personnel Command (CGPC-rpm).
- b. No retirement points will be credited for any courses completed while a member is on active duty or on an inactive status list.
- c. Retirement points for a specific course can be credited only once.

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#### 8.C.6 Retirement Point Statements

A Reserve Retirement Point Statement is distributed by the Personnel Service Center (PSC) approximately three months following the end of the reservist's anniversary year, and provides the number of points earned during the last anniversary year and the cumulative total for members' complete military career. Reservists who find discrepancies on their Reserve Retirement Point Statement shall send a request for correction with supporting documents via the chain of command to PSC (ses). In cases that PSC cannot resolve, PSC shall provide a meaningful endorsement with any additional supporting documents available and forward the request to Personnel Command (CGPC-rpm) for resolution.

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#### 8.C.7 Completion of Satisfactory Service

Personnel Service Center (ras) will notify members in writing within one year of completing satisfactory federal service for retirement purposes, of eligibility for retired pay at age 60. The written notification is commonly called the 20-year letter. The notification shall contain information about the Reserve Component Survivor Benefit Plan (RC-SBP), which is described in the Personnel Manual, COMDTINST M1000.6 (series). The member shall make an RC-SPB election within 90 days of receipt of the notification. Members believing that they have accumulated 20 years of satisfactory service and have not received their 20-year letters should first review their most recent retirement point statements for accuracy before pursuing any other action via the chain of command.



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#### 8.C.8 Grade for Retirement and Retired Pay

- a. Unless entitled to a higher grade under another provision of law, a reserve commissioned officer who is transferred to the Retired Reserve is entitled to be placed on the retired list in the highest grade satisfactorily held (24 hours for CG Reserve) in the Armed Force in which he or she is serving on the date of transfer.
  - b. Retired pay for members with dates of initial entry to military service (DIEMS) prior to 8 September 1980 is computed based on the highest grade satisfactorily held at any time in the Armed Forces and the Commandant's determination that the member's performance in that grade was satisfactory (10 U.S.C. 1406).
  - c. Retired pay for members with DIEMS after 7 September 1980 is computed based on averaging the highest 36-month's basic pay, whether or not consecutive (10 U.S.C 1407).
-

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#### 8.C.9 Computing Credited Retirement Points

The following worksheet may be used to compute the retirement points that may be credited for an anniversary year.

<b>Worksheet for Computing a Year's Retirement Points</b>		
<b>Points may be earned in the following manner:</b>		<b>Computed by Adding:</b>
<b>Inactive Duty</b>	<p>One point for each authorized single IDT drill performed in a pay or a non-pay status.</p> <p>Two points for each authorized multiple IDT drill performed in a pay or non-pay status.</p> <p>One point for each authorized RMP performed in a pay or a non-pay status.</p> <p>One point for each authorized FHD period performed in a pay or a non-pay status.</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Total: _____</p>
<b>Correspondence Courses</b>	Approved correspondence course retirement point credit.	Total: _____
<b>Membership Points</b>	15 points for each anniversary year of Reserve membership in active status. Pro-rated in the case of less than a full AY.	Total: _____
<b>Subtotal</b>	Inactive Duty + Correspondence courses + Membership points.	_____
<b>Adjusted Subtotal</b>	<b>Maximum [60/75/90] points</b> (see Section 8.C.4.B(2) to determine which maximum point total applies).	_____
<b>Active Duty</b>	One point per day for performance of active duty (Includes EAD, ADT, & ADOT).	<b>Total:</b> _____
<b>Final Total</b>	Adjusted subtotal + Active Duty, not to exceed <b>365</b> points ( <b>366</b> in leap years).	<b>Total:</b> _____

(Figure 8-1)

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#### 8.C.10 Computing Reserve Retired Pay

The following worksheet may be used to compute non-regular retired pay.

<b>Formula for Computing Reserve Retired Pay</b>	
Rounding Instructions: Round 4 or less down and 5 or more up.	
<b>Step #1</b>	<p><b>Divide</b> the total number of retirement points by 360. Carry to 3 decimal places; round to 2 decimal places.</p> <p><b>Example:</b>  <math>4,735 / 360 = 13.152</math> rounded to 13.15</p>
<b>Step #2</b>	<p><b>Multiply</b> result of Step #1 by 2 ½% (0.025). Carry to 5 decimal places; round to 4 decimal places.</p> <p><b>Example:</b>  <math>13.15 \times 0.025 = 0.32875</math> rounded to 0.3288</p>
<b>Step #3</b>	<p><b>Multiply</b> result of Step #2 by Monthly Basic Pay. Carry to 3 decimal places; round to 2 decimal places.</p> <p><b>Example:</b>          (uses monthly Base Pay for E-8 over 22 from 2002 pay tables)  <math>\\$3572.00 \times 0.3288 = \\$1174.802</math> rounded to \$1174.80</p>
<b>Note #1</b>	<p>Monthly base pay is dependent upon the law in effect upon date of official entry to military service (DIEMS). For members with DIEMS on or before 7 Sep 1980, use base pay on the retirement date for the highest grade held satisfactorily by the person at any time in the Armed Forces; for members with DIEMS after 7 Sep 1980, use high 36 month's average of basic pay, whether or not consecutive.</p> <p>All Reserve retirees are entitled to military pay raises equivalent to the same amount as their active duty counterparts who are retired.</p> <p>Upon retirement with pay at age 60, the Personnel Service Center will send the retiree a letter showing the computations used in determining retired pay, gross retired pay, deductions from pay, and net retirement pay.</p>
<b>Note #2</b>	
<b>Note #3</b>	

(Figure 8-2)

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### 8.C.11 Computing Retirement Points for Partial Anniversary Years

The following worksheet may be used to determine if a partial anniversary year may count toward qualifying service.

<b>Gratuitous points for membership in an Active Status in a Reserve component for less than a full anniversary year.</b>					
Days in an active status		Points to be credited	Days in an active status		Points to be credited
From	Through		From	Through	
01	12	0	183	206	8
13	36	1	207	231	9
37	60	2	232	255	10
61	85	3	256	279	11
86	109	4	280	304	12
110	133	5	305	328	13
134	158	6	329	352	14
159	182	7	353	365(6)	15
<b>Minimum points required to establish a partial year as qualifying service</b>					
Days in an active status		Points required	Days in an active status		Points required
From	Through		From	Through	
01	07	01	183	189	26
08	14	02	190	197	27
15	21	03	198	204	28
22	29	04	205	211	29
30	36	05	212	219	30
37	43	06	220	226	31
44	51	07	227	233	32
52	58	08	234	240	33
59	65	09	241	248	34
66	73	10	249	255	35
74	80	11	256	262	36
81	87	12	263	270	37
88	94	13	271	277	38
95	102	14	278	284	39
103	109	15	285	292	40
110	116	16	293	299	41
117	124	17	300	306	42
125	131	18	307	313	43
132	138	19	314	321	44
139	146	20	322	328	45
147	153	21	329	335	46
154	160	22	336	343	47
161	168	23	344	350	48
169	175	24	351	357	49
176	182	25	358	366	50

(Figure 8-3)

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## RETIREMENT

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### 8.C.12 Procedures for Requesting Retirement

- a. Members may request transfer to RET-2 status at any time after receipt of notification of completion of 20 years satisfactory federal service per 10 U.S.C. 12731(d). Retirement requests may be submitted up to one year in advance, but shall be submitted in time to arrive at the Personnel Service Center (ras) at least three months prior to the requested date of retirement.
  - (1) Requests shall be submitted on form CG PSC-2055A via the chain of command and servicing ISC (pf).
  - (2) The Personnel Service Center (ras) shall provide a Coast Guard Certificate of Retirement, Certificate of Appreciation from the President of the United States, and a Coast Guard Certificate of Appreciation for a member's spouse, to each member's assigned command. The certificate shall be presented to the member at a suitable ceremony in accordance with the Personnel Manual, COMDTINST M1000.6 (series), Chapter 12.C. If the member is assigned to the IRR or to the Standby Reserve, then the certificates shall be mailed to the member's home address.
- b. Approximately six months prior to a retirement eligible reservist's 60th birthday, the Personnel Service Center (ras) will mail a Coast Guard & NOAA Retired Pay Account Worksheet and Survivor Benefit Plan (SBP) Election Form (CG PSC-4700), USCG Reserve Retirement Point Statement (CG-4175A), and a "How to Apply for Retired Pay and Survivor Benefit Plan" guide to the member. Members can also access the CG PSC form and guide on the PSC website at <http://www.uscg.mil/hq/psc/>. The forms should be completed and returned in sufficient time to reach the Personnel Service Center (ras) at least three months prior to the member's 60<sup>th</sup> birthday.
- c. Reservists who remain in an active status in the Ready Reserve after becoming retirement eligible may request to transfer to RET-1 status upon reaching age 60. The procedures for requests to transfer directly to RET-1 are the same as procedures for transfer to RET-2 as outlined in subparagraph a. above. Any member qualified for retirement, who does not request to be transferred to the Retired Reserve, will be transferred to the Standby Reserve Inactive Status List (ISL) on the day the member reaches 60 years of age. Enlisted members who are eligible to receive retired pay will only be retained in the Ready Reserve beyond age 60 to fulfill compelling needs of the Coast Guard and upon approval of a member's written request to Commandant (CG-131), via the chain of command. See Sections 8.A.6 and 8.B.3.
- d. Any enlisted member or chief warrant officer qualified for retirement who does not request transfer to the Retired Reserve will be transferred to the Inactive Status List (ISL), Standby Reserve on the day the member completes 30 total years of service. Any commissioned officer who does not request transfer to the Retired Reserve will be transferred to the Inactive Status List (ISL), Standby Reserve on 30 June immediately following completion of 30 years total commissioned service. See Sections 8.A.7 and 8.B.4 of this manual.

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### RETIREMENT

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- e. No physical standards are prescribed and no physical examination is specifically required for reservists to transfer to retired status. Upon transfer to the Retired Reserve members no longer accumulate retirement points and are not considered for promotion. Members who request retirement must cease drilling as of the day prior to the requested retirement date, regardless of receipt of retirement request approval. No payments or point credit will be given to a member for drilling on or after the day of requested retirement.

#### 8.C.13 Privileges

- a. Full-time coverage under Veterans' Group Life Insurance (VGLI) is available for members who are retired, including those who are retired without pay (RET-2) (see, Personnel Manual, COMDTINST M1000.6 (series), Chapter 18.D).
- b. Reservists retired with pay (RET-1) and without pay (RET-2) are authorized full use of military exchanges, commissaries, and other base facilities.
- c. Medical and dental care at military facilities is available for reservists who are retired with pay (RET-1) and their dependents as is available for members who retire from active duty.
- d. Social Security and Civil Service retirement pay benefits may be received concurrently with military retired pay.

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#### 8.C.14 Obligations

- a. Members of the Retired Reserve (RET-1 and RET-2) are liable for active duty in time of war, national emergency declared by Congress, or when otherwise authorized by law, upon determination by the Secretary of Homeland Security, with the approval of the Secretary of Defense, that adequate numbers of Ready and Standby reservists are not readily available. Members in a retired status may be recalled to active duty, subject to their own consent, at the discretion of the Secretary of Homeland Security.
- b. Retired reservists must keep the Service advised of their current address. Address changes can be made by e-mailing the Personnel Service Center (ras) at [psc-ras@hrc.uscg.mil](mailto:psc-ras@hrc.uscg.mil), or by submitting a written request to:

Commanding Officer (ras)  
U.S. Coast Guard Personnel Service Center  
Federal Bldg.  
444 S.E. Quincy Street  
Topeka, Kansas 66683-3591

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### RETIREMENT

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#### 8.C.15 Limitations on Persons Receiving VA Benefits

- a. Members receiving Department of Veterans' Affairs (VA) compensation or pension, who have never received retired pay, may waive such compensation or pension to receive retired pay.
  - b. Members who received VA compensation or pension that was waived to receive retired pay may waive such retired pay to again receive VA benefits, provided the VA determines that such retired pay may be waived.
  - c. Members who are receiving retired pay without ever having been under the VA for compensation or pension purposes, may waive such retired pay to receive VA benefits provided the VA determines that such retired pay may be so waived.
  - d. The question as to whether or not a member who has been permitted by VA to waive retired pay in order to receive VA benefits, may later waive such benefits to again receive retired pay, will be determined by the Personnel Service Center (ras) when an actual case is presented.
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#### 8.C.16 Former Members

- a. Former members are those members who have been discharged from the Service and who maintain no military affiliation. Placement of a member in the Retired Reserve is not a matter of right. Members meeting one or more of the eligibility requirements for retirement may request discharge instead of being transferred to the Retired Reserve, or may be discharged instead of being transferred to the Retired Reserve if a board of officers, convened to consider the reservist's separation from the Reserve, so recommends. Such action is not prejudicial to the individual concerned regarding retirement pay since the right to receive such pay and personal medical benefits are not dependent upon membership in a Reserve component at the time of qualification.
- b. Members who have been certified eligible for retirement benefits shall not be discharged unless a letter of understanding has been signed indicating the member's complete awareness that this decision may lead to substantial impact on the final retired pay calculation.
- c. Former members of the Coast Guard Reserve who were involuntarily separated or who were not offered reenlistment or reappointment due to the statutory age limit or because of their failure to meet the prescribed physical standards in effect at the time of separation, may be reappointed or reenlisted in the same rank or rate for the purpose of qualifying for placement in the Retired Reserve. Such former members must, with the submission of such application, simultaneously apply to the Personnel Command (rpm) and be found qualified for immediate placement in the Retired Reserve. The eligibility

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### RETIREMENT

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requirements for such placement are the same as for current members, but the applicant must have met at least one of such requirements at the time of last separation.

- (1) Since failure to meet prescribed physical standards is one reason for transfer to the Retired Reserve, no physical standards are prescribed and no physical examination will be required as a condition of reappointment or reenlistment of former members.
  - (2) Notwithstanding the fact that a former member meets one or more of the eligibility requirements provided for, reappointment or reenlistment may not be warranted for many different reasons. Each case will be treated on its own merits, and the individual concerned will be notified of the action taken.
- d. Retirement eligible former members may apply to receive retired pay for non-regular service under Chapter 1223 of 10 U.S.C., if age 60 or older. Former members and their eligible dependents have benefits and privileges associated therewith which require identification cards that are delineated below:
- (1) Department of Defense/Uniformed Services Identification and Privilege Cards (DD form 2765) are issued to former members who are receiving retired pay and who are 60 years of age or older. Uniformed Services Identification and Privilege Cards (DD form 1173) are issued to dependents of former members who are receiving retired pay and are 60 years of age or older.
  - (2) Uniformed Services Identification Cards (for Reserve Retired - DD Form 2 are issued to former members who are eligible for retired pay at age 60 years, but not yet age 60. Uniformed Services Identification and Privilege Cards (DD form 1173-1) are issued to dependents of former members who are eligible for retired pay at age 60 years but not yet age 60.
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# RETIREMENT

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## Chapter 8 Section D

# DISABILITY RETIREMENT, SEVERANCE AND SEPARATION

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## **Chapter 8 Section D**

# **DISABILITY RETIREMENT, SEVERANCE AND SEPARATION**

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### **8.D.1 General**

10 U.S.C., Chapter 61, provides for the disability retirement of those members of the Armed Forces who qualify in accordance with the requirements listed below. Cases involving disability are processed in accordance with the Personnel Manual, COMDTINST M1000.6 (series), and Physical Disability Evaluation System, COMDTINST M1850.2 (series). If an evaluatee meets the provisions of the Physical Disability Evaluation System, orders shall be issued for the evaluatee's separation with severance pay or retirement, as applicable (see U.S. Coast Guard Pay Manual, COMDTINST M7220.29 (series)).

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### **8.D.2 Members on Active Duty for More than 30 Days**

A member of the Reserve entitled to basic pay, who is called or ordered to active duty for more than 30 days who is determined by the Commandant to be unfit to perform the duties of his or her office because of physical disability incurred while entitled to basic pay, may be permanently retired with retired pay, if the Commandant also determines that:

- a. The member's disability is of a permanent nature, and
  - b. Is not a pre-existing condition or the result of his or her intentional misconduct or willful neglect, and was not incurred during a period of unauthorized absence, and
  - c. Either:
    - (1) The member has at least 20 years satisfactory federal service computed under 10 U.S.C. 12733 (see Section 8.C.4.b of this Manual), or
    - (2) The disability is at least 30 percent, and either
      - (a) The member has at least eight years of service computed under 10 U.S.C. 12733,
      - (b) The disability is the proximate result of performing active duty, or
      - (c) The disability was incurred in line of duty.
- 

### **8.D.3 Members on Inactive Duty or Active Duty for 30 Days or less**

A member of the Reserve not covered by the above section, who is determined by the Commandant to be unfit to perform the duties of their office, grade, rank, or rating because of physical disability resulting from injury, may be permanently retired with retired pay, if the Commandant also determines that:

- a. The disability is of a permanent nature, and

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- b. Is the proximate result of performing active or inactive duty, or
  - c. Is not a pre-existing condition or the result of the member's intentional misconduct or willful neglect, and was not incurred during a period of unauthorized absence, and
  - d. Either:
    - (1) The member has at least 20 years service computed under 10 U.S.C. 12733, or
    - (2) The disability is at least 30 percent.
- 

### **8.D.4 Temporary Disability Retired List**

Upon determination that a member would be qualified for retirement but for the fact that their disability is not determined to be permanent, the Commandant shall, if it is determined that the disability may be permanent, place the member on the Temporary Disability Retired List (TDRL), with retired pay. Physical examinations shall be completed as prescribed in Chapter 8 of Physical Disability Evaluation System, COMDTINST M1850.2 (series). Commandant shall make a final determination of the case of each member on the TDRL five years after that member was placed on the list. If at that time the disability continues to exist, it shall be considered to be permanent.

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### **8.D.5 Grade on Retirement for Disability**

Unless entitled to a higher grade under some other provision of law, a member retired for physical disability is entitled to the highest of the following:

- a. The grade or rank in which the member was serving when placed on the TDRL, or retired.
  - b. The highest temporary grade or rank in which the member served satisfactorily.
  - c. The permanent regular or Reserve grade to which the member would have been promoted had it not been for the physical disability, which was found to exist as a result of a physical examination for promotion.
  - d. The temporary grade to which the member would have been promoted had it not been for the physical disability, if eligibility for that promotion was required to be based on cumulative years of service in grade and disability was discovered as a result of that member's physical examination for promotion.
-

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### **8.D.6 Computation of Retired Pay**

- a. Disability retired pay is computed by multiplying the monthly base pay of the grade to which entitled by either:
    - (1) 2-1/2 percent of years of service credited under 10 U.S.C. 12733 or;
    - (2) The percentage of disability on the date when retired, or when placed on the TDRL.
  - b. The retired pay of members placed on the TDRL must be adjusted, if necessary, so that it is at least 50 percent of the basic pay of the grade to which entitled.
  - c. In no case may the disability pay exceed 75 percent of the basic pay of the grade to which entitled.
- 

### **8.D.7 Separation for Disqualifying Physical Condition**

- a. The unit commander shall initiate separation action when a reservist is found to have a permanent disqualifying physical condition and the condition is determined to be not the proximate result of performing active or inactive duty. Relevant medical and administrative documentation shall be forwarded with recommendations to Personnel Command (CGPC-rpm), copying the servicing ISC (pf), for final determination and separation authority. Commanding Officer, Training Center Cape May has final separation authority for Reserve personnel undergoing IADT.
  - b. Reservists shall be notified of their right to request retention waivers for disqualifying physical conditions. Medical waiver procedures are contained in section 3.A.8, Medical Manual, COMDTINST M6000.1 (series).
- 

### **8.D.8 Special Rule for Members with Physical Disabilities Not Incurred in Line of Duty**

- a. By the authority of 10 U.S.C. 12731b, in the case of a SELRES member who no longer meets the qualifications for SELRES membership solely because the member is unfit because of physical disability, Personnel Command (CGPC-rpm) may determine to treat the member as having met the service requirements for non-regular retirement if the member has completed at least 15, and less than 20, years of service.
- b. Such determination shall not be made if:
  - (1) The disability was the result of the member's intentional misconduct, willful neglect, or willful failure to comply with standards and qualifications for retention; or
  - (2) The disability was incurred during a period of unauthorized absence.

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